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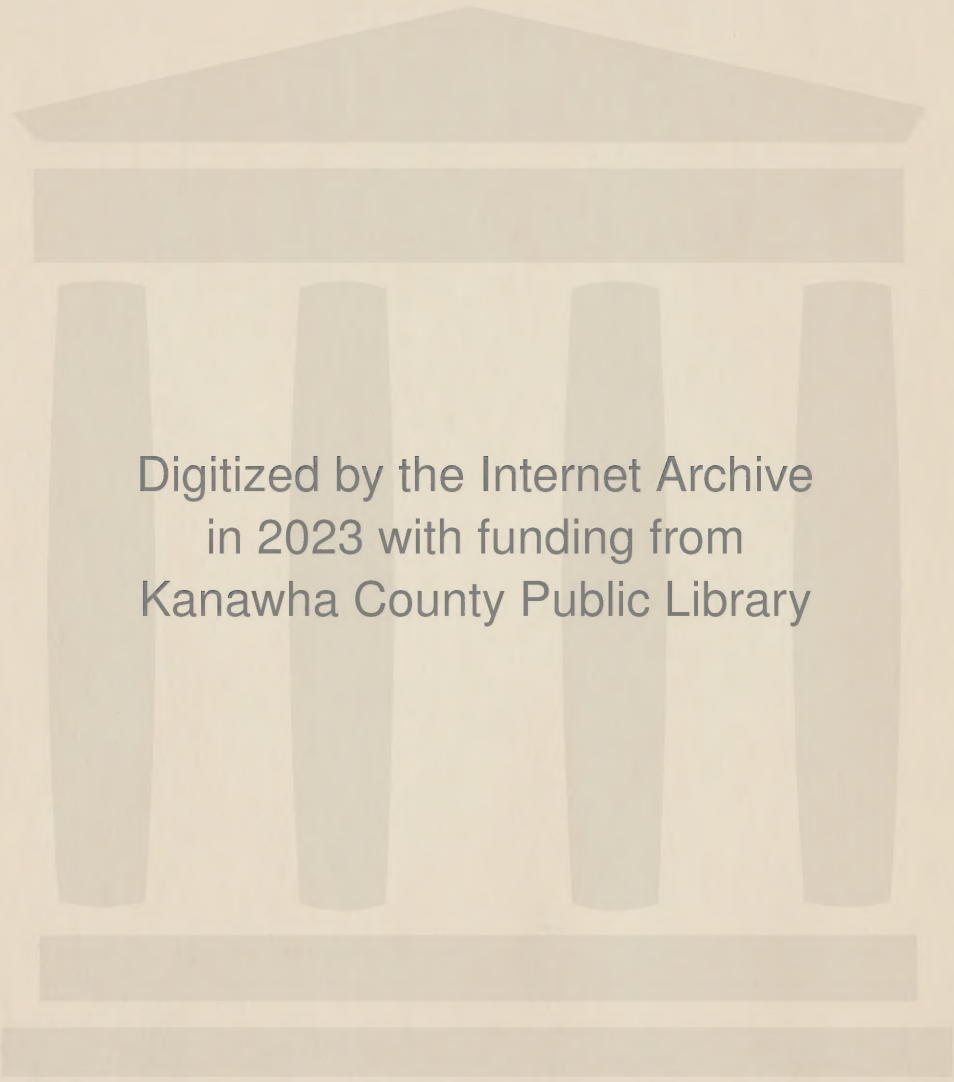

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Minutes

August 4, 1976 - July 7, 1978

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 4, 1976

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on August 4, 1976 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mrs. Brown
Mr. Jacobson
Mr. Kuhns
Mr. Lovenstein
Mrs. Myerly
Dr. Riggleman
Mrs. Smith
Mrs. Tompkins
Dr. Wallace

Mr. Snyder, President, presided.

The Secretary reported that a quorum was present.

The minutes of the July 7, 1976 meeting and the minutes of the Special Meeting of July 14, 1976 were approved.

Correspondence. Mr. Lovenstein reported that he was in receipt of a letter from Governor Arch A. Moore, Jr. It reads as follows:

"July 15, 1976

"Mr. L. K. Lovenstein, President
Kanawha County Library Board
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Lovenstein:

"This will acknowledge receipt of your recent letter regarding the availability of Appalachian Regional Commission funds to aid in the retirement of debt service payments for the Kanawha County Public Library building.

"As you may know, the Appalachian Regional Commission program, under Section 214 of the Appalachian Act of 1965, is primarily designed to provide supplemental assistance to projects which have received funds from another federal agency or basic grant assistance if compliance with the guidelines of another federal agency have been met. The use of ARC grant funds requires that the project meet all the eligibility requirements of the basic funding agency. I am advised that the use of funds, as described in your letter, is not an eligible expenditure under provisions of the Library Services and Construction Act of the United States Department of Health, Education and Welfare. Therefore, this project is ineligible for ARC funding.

"As you know, I heartily share your concern and interest for the provision of adequate library facilities and programs. My many commitments to the development of excellent library services may be noted statewide. I want you to know of my continuing support of this very worthwhile endeavor.

"If you have any questions, or if I may be of further assistance to you in the future, please do not hesitate to contact me."

"Sincerely yours,

/s/ Arch A. Moore, Jr.
Arch A. Moore, Jr.
Governor"

"AAMJr:skm"

There was discussion afterwards.

Mr. Lovenstein reported that the Library Director and he met with Mr. Childers, Assistant to the Director, West Virginia Library Commission. The object of the meeting was to seek information for the purpose of securing construction funds to purchase library shelving, furniture and equipment for installation at the Elk Valley and Glasgow libraries. Applications were submitted and are recorded as follows:

Elk Valley Library	$14,800
Glasgow Library	5,600
	$20,400

These and other requests for funds will be considered by the West Virginia Library Commission at its next meeting tentatively scheduled for Thursday, August 26, 1976.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of July, 1976.

1. A proposed amendment to the constitution of the State of West Virginia was submitted to the Legislature on July 26, 1976 which would appropriate the sum of $3 per capita in support of public libraries. Previously, you will recall, an amendment was introduced which dedicated certain funds (liquor profits) for public library purposes. The new proposal does not include dedicated funding.

2. The American Library Association's Annual Conference in Chicago, Illinois, July 18-23, 1976, observed its 100th Anniversary. Miss Marilyn Long, Miss Claudia Benton and the Library Director attended.

3. Several members of the staff (Miss Luann Toth, Miss Sue Williams and Tom Wrenn) appeared on local TV to discuss library services and programs.

4. Miss Long, Mr. Stern and I met recently with Mr. Jerry Goff, Architect, Wilson and King Inc., to review and comment upon drawings and proposals on the Dunbar Public Library Building Project.

5. The Library's involvement with MANPOWER (a federally funded project to give employment to the unemployed) was ended successfully. Three persons are presently employed by Kanawha County Public Library; one person resigned because of family and the desire to remain at home; and the final person was reassigned from St. Albans Branch to Kanawha County Commission.

Approval of Bills. The Library Director submitted Book Bills List No. 230 ($7,749.81) and General Bills List No. 230 ($3,831.10) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 229 ($642.91), duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by

Mr. Kuhns, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Community Services Committee.

Glasgow Library Agreement. Mr. Lovenstein reported that Mr. Snyder, Mr. Winowich and he met with Mayor Tucker, Glasgow, West Virginia on Thursday, July 29, 1976 at the municipal building to consider a proposed agreement previously submitted to the Mayor and City Council. The proposed agreement reads as follows:

AGREEMENT

THIS AGREEMENT, Made this 5th day of August 1976, by and between Kanawha County Public Library, hereinafter called "Kanawha," and the City of Glasgow, West Virginia, hereinafter called, "Glasgow";

WHEREAS, Glasgow intends to provide for the operation of an experimental library;

WHEREAS, upon delivery and installation of library furniture and equipment and the receipt of library materials, Kanawha will operate the same as herein provided.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH:

That for and in consideration of the premises above stated, Kanawha and Glasgow mutually covenant and agree as follows:

1. Glasgow will provide, at no cost to Kanawha, rent-free space (approximately 22' x 27' and 10' x 10') which is to be used for public library purposes.

2. Glasgow may provide Kanawha additional space suitable for expansion and storage purposes.

3. Glasgow will install in space to be provided Kanawha carpeting and padding that meets Fire Marshall's standards.

4. Glasgow will provide, at no cost to Kanawha, janitorial services, building supplies and maintenance, contents and liability insurance, and utilities (electricity, gas, water, telephone and sewerage) for space to be provided Kanawha.

5. Glasgow will make reasonable effort to have the community room available for special Library occasions.

6. Glasgow and Kanawha agree that the Library will function to serve all residents of Kanawha including residents of Glasgow and its adjacent areas.

7. Glasgow will appoint an Advisory Library Board.

8. Kanawha will have full official authority and responsibility for the operation of the Library.

9. Kanawha will provide qualified personnel.

10. Kanawha will purchase and install suitable furniture and equipment.

11. Kanawha will provide a basic collection of library materials, including but not limited to the following: adult and juvenile books, reference books, newspapers, magazines, phonograph records and such other services as are provided by Kanawha County Public Library through its Extension Department.

12. Any capital expenditures needed for additions or remodeling to the Library in Glasgow, West Virginia, will be made by Glasgow.

13. This agreement shall remain in effect for a period not to exceed two years with the provision that Kanawha County Public Library will, at the end of the first year, study and evaluate the Glasgow operation as to the continuance of it beyond the two-year period. There shall be no obligation on Kanawha to operate the library beyond the two-year period unless Kanawha shall determine that it will do so.

14. Title to all library furniture, equipment, materials and such other property, real or personal, as may be added by Kanawha, will be removed from the site by Kanawha within 30 days after the library ceases to operate.

IN WITNESS WHEREOF, the parties hereto have caused their corporate names to be signed by their respective officers thereunto duly authorized, all as of the day and year first above written. Executed in duplicate.

Kanawha County Public Library

/s/ By Walter F. Snyder
Its President

Municipality of Glasgow

/s/ By P. F. Tucker
Its Mayor

Following discussion, upon motion by Mr. Kuhns, seconded by Mrs. Anderson and unanimously

RESOLVED, That the President is hereby authorized to sign the agreement between Kanawha County Public Library and Municipality of Glasgow.

Motion carried.

Dunbar Public Library. Mrs. Smith exhibited schematic plans and a color photograph of the proposed new Dunbar Public Library. Although no problems were anticipated, they did, however, expect construction costs to be increased from an estimated $40 square foot to $46 square foot. Questions, comments and discussion followed.

Building and Grounds Committee. Mr. Lovenstein reported that the crowds of young people usually seen in great numbers, previously, had thinned out considerably. The police had given the plaza and steps careful attention and Mr. Robert Easley, Manager, Safety and Security, Charleston Job Corps, directed recreational opportunities. Following discussion, it was agreed that the Library Director should write to Mr. Easley conveying the Library Board's thanks and appreciation for his work.

Budget Committee. The Library Director reported that Kanawha County Public Library was scheduled to receive $213,182 in Grant-In-Aid Funds from West Virginia Library Commission for fiscal year 1976/1977. He said that the Budget Committee was expected to meet and to submit its recommendations to the Library Board in time for its September, 1976 meeting.

NEW BUSINESS

Committee Assignments. Copies of the assignment to standing committees of the Library Board were distributed to members present. Copies will be mailed to board members who were absent.

There being no further business, the meeting on motion adjourned.

Walter F. Snyder
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 8, 1976

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 8, 1976 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mrs. Brown
Mr. Fisher
Mr. Jacobson
Mr. Kuhns
Mr. Lovenstein
Mrs. Myerly
Mr. Ray
Mrs. Smith
Dr. Wallace

Also present was Mr. Joel Stern, Services Librarian and Assistant to Director.

Mr. Snyder, President, presided.

The Secretary reported that a quorum was present.

The minutes of the August 4, 1976 meeting were approved.

Communications. The Library Director reported that the Board of Directors was in receipt of a letter from the Kanawha County Commission dated August 18, 1976. It reads as follows:

"August 18, 1976

"Board of Directors
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"RE: REVENUE SHARING - BIG CHIMNEY LIBRARY

"Dear Sirs:

"This is to inform you of the action taken this date by the Kanawha County Commission in granting an additional $17,800 for materials for renovation to the Letter of Intent dated April 23, 1975, for $50,000, making the total commitment for the Big Chimney Library $67,800. All provisions of the original Letter of Intent are still in effect and must be adhered to. The Commission further requires, within 180 days of the date of this letter, the Library Board must appear before a public meeting of the Kanawha County Commission for a review of the total project to determine if the project will be continued.

"The Commission is pleased to work with the Library Board and citizens of the Big Chimney area to furnish a needed improvement to their community.

"Sincerely,

/s/ Thomas L. Black
Thomas L. Black, President

/s/ Kelly L. Castleberry
Kelly L. Castleberry, Commissioner

"TLB:RAC/gjr"

The following letter regarding the Glasgow Library was also received from the Regional Development Authority:

"August 27, 1976

"Mr. Nick Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"RE: GLASGOW LIBRARY

"Dear Nick:

"At a meeting of the Kanawha County Commission on August 25, 1976, the Commission turned down your request for $5,600 to equip the Glasgow Library.

"If we can be of any further help to you, please feel free to call upon us.

"Sincerely,

/s/ Jack C. Whiting
Jack C. Whiting
Executive Director

"JCW:RAC:gjr"

The Library Director also read the letter from the West Virginia Library Commission regarding the Glasgow Library Project and the Elk Valley Project. It reads as follows:

"September 1, 1976

"Mr. Nicholas Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"The West Virginia Library Commission at its meeting of August 30, 1976, approved an equipment and furnishings grant for the Elk Valley (Big Chimney) Project in the amount of $14,800.

"Also approved was the Glasgow Library Project grant request for $5,600 for equipment and related furnishings.

"The Library Commission wishes to remind you that during the Clendenin-Kanawha County Library Board dialogues, held in the Commission Office, that the Kanawha County Public Library Board

indicated that a master plan for library development and expansion for the County would be provided the Commission prior to additional fund requests for construction or equipment.

"The Commission would strongly recommend that a submittal of such a plan as a fulfillment of your intentions be provided the Commission, inasmuch as it would be most helpful for their review before any future grants can be seriously considered.

"Sincerely,

/s/ Frederic J. Glazer
Frederic J. Glazer
Director

"FJG/jb"

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of August, 1976. Included were the following:

1. A copy of Evelyn Coskey's book, Christmas Crafts for Everyone, published by Abingdon, was shown to the members present. Miss Coskey is a member of the Adult Circulation Department and the author of the very successful, Easter Eggs for Everyone; her first book.

2. Letters of appreciation, identifying staff and services, were received from Dr. Elizabeth Commetti, Professor Emeritus, West Virginia University; and from Mrs. Esther Hark, library patron. Copies of each letter will be filed with the minutes of this meeting.

3. Mr. Frank A. Thomas, Finance Director, City of Charleston, was very kind, understanding and agreeable in renegotiating the Library's Fire Service Fee from $6,703.85 to $4,036.00.

4. The federally funded work/study cooperative program between Kanawha County Public Library and Center College since March, 1973, was terminated by the Virginia Street educational institution because of their higher administrative costs and reluctance to combat more federal red-tape regulations.

5. Mr. Snyder, Mr. Ray, Mr. Stern and the Library Director are scheduled to visit Wood County Public Library on September 28, 1976 for purposes of viewing their book detection system and discussing it with library board members and staff.

6. Miss Kathy Whalin, a January, 1975 graduate of the University of Illinois Library School and Kansas native, joined the Adult Circulation Department, effective August 1, 1976, with responsibility for audio and visual materials.

Approval of Bills. The Library Director submitted Book Bills List No. 231 ($12,764.48) and General Bills List No. 231 ($12,515.46) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Kuhns, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 230 ($741.32), duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the list be paid.

Reports of Committees.

Budget Committee.

Grant-In-Aid Funds. The Library Director reported for Mr. Springer, Chairman, who was unable to be present. Mr. Winowich reported that the Budget Committee met previously (please see Library Board minutes of July 7, 1976) to consider a proposed schedule of Grant-In-Aid expenditures for the 1976/1977 fiscal year. The committee was handicapped, somewhat, since notification by the West Virginia Library Commission stated that the Kanawha

County Public Library should "plan to receive $1.00 per capita." It was the Committee's recommendation to wait until notification of the exact dollar amount was received from the West Virginia Library Commission. Subsequently, that information has been received. Kanawha County Public Library is expected to receive $213,182.00 in Grant-In-Aid Funds for the 1976/1977 fiscal year. There was discussion. Afterwards, it was agreed that another meeting of the Budget Committee was desirable and that its recommendation(s) should be presented to the Library Board at its regularly scheduled meeting in October.

The Library Director added that it was necessary to approve some expenditures which were cited. After discussion, upon motion by Dr. Wallace, seconded by Mr. Kuhns, it was moved that the following expenditures be approved at this time:

Cross Lanes Branch

Salaries			
Librarian		$8,910	
Special Clerk		5,868	
Custodian		650	$15,428
Books			
Books		5,000	
Audio Visual		500	
Periodicals		400	5,900
Other Expenses			
Social Security			910
			$22,238

Main Library

Homebound Librarian		9,870	
Temporary Librarian		7,800	
W. Brown	$2,700		
Substitutes	5,100		
Sunday Services		9,500	27,170
			$49,408

Audit Report, July 1, 1974-June 30, 1975. Mr. Lovenstein presented the "Kanawha County Public Library Financial Report, June 30, 1975" prepared and submitted by Arnett and Foster, Certified Public Accountants. The firm's letter of August 13, 1976 was read. Mr. Lovenstein reviewed the library's financial operating procedures.

Mr. Lovenstein stated that a meeting was held on September 3, 1976 in the Board Room of the Library to consider practices and procedures which would eliminate certain "material weaknesses" which are cited by the auditor and are noted as follows: (1) Cancelled Checks (2) Outstanding Checks (3) Bank Checking Account (4) Withholding Payroll Deductions. Those persons in attendance were: Mr. Paul Rothrock, Associate Superintendent, Division of Budget and Finance, Kanawha County Schools, Mr. William McKee, Certified Public Accountant, Arnett and Foster, Mr. Lovenstein, Mr. Stern, and the Library Director. Effective action was taken immediately and a complete report was submitted to Mr. John R. Melton, Director, Local Government Relations Division, State Tax Department. Following discussion, the audit report was ordered to be filed.

Investment. Mr. Lovenstein recommended that a portion of the library's estimated balance, as of June 30, 1976, be invested in a 90 Day Certificate of Deposit and that the income earned on the investment be used to make payment on the Building Purchase Contract with the General Services Administration. After discussion, upon motion by Mr. Lovenstein, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the Library Board invest the estimated balance, as of June 30, 1976, and that the income earned be used for payment on the building purchase contract.

Motion carried.

Building and Grounds Committee.

Glasgow Library Project. Mr. Lovenstein, Chairman, reported that a bid opening for the purchase of library shelving, furniture and equipment for installation at the Glasgow Library was held on September 7, 1976 at 3:00 p.m. Bids were received from Rose City Press and Thomas Office Supply Company. The bid tabulations are recorded as follows:

	Shelving	Furniture and Equipment
Rose City Press	No Bid	$4,386.59
Thomas Office Supply	$2,484.00	$4,850.00

Total cost exceeded the Special Grant Award of $5,600.00 made by West Virginia Library Commission. There was discussion of raising additional money needed for the purchase of library shelving, furniture and equipment. Afterwards, the President and Chairman, Building and Grounds Committee, agreed to meet with Mayor Tucker for the purpose of seeking additional funds so that a purchase order could be entered.

Dunbar Library. Mrs. Smith gave a brief summary of the Dunbar Library Project. Construction plans and specifications were exhibited. Mrs. Smith stated that construction bids would be opened on Thursday, September 9, 1976 at 2:00 p.m.

Proposed Sissonville Instant Library Project. The Library Director reported that a meeting was held on August 23, 1976 at 2:00 p.m. in the Board Room of the Library for the purpose of considering a request to place and operate an Instant Library in Sissonville, West Virginia. The following persons attended:

Mr. Snyder, President, Library Board
Mr. Fisher, Member, Library Board
Mr. Accord, Associate Superintendent, Kanawha County Schools
Mrs. Shepherd, Resident, Sissonville, West Virginia
Mr. Winowich, Library Director

Discussion and comments included the following:

1. A review of past and present library services in the Sissonville area.

2. Action by the Library Board to adopt a moratorium because of present commitments to library installations in Dunbar, Elk Valley and Glasgow.

3. Development of a long-range plan which was in process of being completed.

It was reported that the school board would consider favorably the possibility of reserving some Virgil Flinn Elementary School property and making it available for the purpose of establishing an Instant Library in Sissonville.

Long Range Plan. The President suggested that the Library Board postpone consideration of the Long Range Plan until the October, 1976 Board Meeting because of the lack of time. It was suggested that the October Board Meeting begin at 1:30 p.m. instead of 2:00 p.m. in order to give more time to the Long Range Report. PLEASE NOTE THE CHANGE OF TIME, for this meeting only. It was further agreed that adjournment be delayed until 3:15 p.m.

NEW BUSINESS

Trustee Workshops and West Virginia Library Association Annual Conference - October 11-13, 1976. Mr. Snyder reported that a Workshop for Library Trustees would be held in Huntington, West Virginia, on October 11-13, 1976 during the Annual Conference of the West Virginia Library Association. West Virginia Library Commission awarded a grant of $75.00 per library to encourage attendance.

After discussion, upon motion by Dr. Wallace, seconded by Mr. Lovenstein, it was unanimously

RESOLVED, That Library Board members who wish to attend the Trustee Workshop in Huntington, West Virginia, October 11-13, 1976 be paid expenses up to $75.00 each.

RESOLVED FURTHER, That the expenses for the Director and an allowance of $60.00 each for six staff members be paid for attendance at the West Virginia Library Association Conference, October 11-13, 1976.

Motion carried.

There being no further business the meeting on motion adjourned.

Walter F. Snyder
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 6, 1976

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 6, 1976 at 1:30 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mrs. Brown
Mr. Fisher
Mr. Jacobson
Mr. Kuhns
Mr. Lovenstein
Mrs. Myerly
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mrs. Tompkins
Dr. Wallace

Also present was Mr. Joel Stern, Services Librarian and Assistant to Director.

Mr. Snyder, President, presided.

The Secretary reported that a quorum was present.

The minutes of the September 8, 1976 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 232 ($19,748.56) and General Bills List No. 232 ($4,816.72) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Jacobson, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 231 ($370.62), duly certified and approved in accordance

with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the list be paid.

Long Range Plan. Mr. Stern reviewed an earlier presentation made on March 3, 1976 and entitled, "Branch Expansion Planning for Kanawha County Public Library." All Library Board members had copies which were mailed previously.

Mr. Stern began his report with Part III, Institution's Goals and Objectives, Section C, Materials, Paragraph One (1). Following a reading and discussion, upon motion of Mr. Kuhns, seconded by Mr. Lovenstein it was

> RESOLVED, That Part III, Section C, Paragraph One (1) be approved.

Motion carried.

Following a reading and discussion of paragraph two (2), the need for an inventory of library materials and use of consultants, upon motion by Mr. Lovenstein, seconded by Mrs. Anderson, it was

> RESOLVED, That paragraph two (2) be deleted and that the Library Director study the proposal and submit his inventory report to the Library Board within thirty (30) to sixty (60) days.

Motion carried.

Following a reading and discussion of paragraph three (3) on the installation of a Book Detection System, Mr. Ray, Mr. Snyder and the Library Director spoke of their visit to the Parkersburg, Wood County Public Library on September 28, 1976 and meeting with Mrs. Muse, Library Director and Mr. Handlan, President, Library Board of Directors. Afterwards, upon motion by Mr. Ray, seconded by Mr. Lovenstein it was moved that the word "implemented" be deleted and the words "seriously considered" be added. The sentence reads as follows:

> "To reduce substantially the theft of books, it is recommended that installation of a book detection security system be seriously considered for the 1977/1978 fiscal year."

Motion carried.

Following a reading of paragraph four (4) on the acquisition of local history material, additional comments were made, it was not the intent of the writer to convey or imply that little or nothing was done in this area. On the contrary, Kanawha County Public Library, with the added advantage of the Bradford Fund, continues to meet its local history purpose. After discussion, it was agreed that the word "further" be inserted. The sentence now reads as follows:

> "The acquisition of local history material is to be further encouraged."

Following a reading and discussion of paragraph five (5) on services to high school students and young adults, it was agreed that the word "further" be inserted. The sentence now reads as follows:

> "To broaden services to high school students and young adults the development of library materials dealing with career guidance and job skill enhancement is further encouraged."

Following a reading and discussion of paragraph six (6) on automated circulation control system, it was agreed that paragraph (6) be approved.

Mr. Stern read Section D, Staff, paragraphs one (1) through nine (9). Following discussion of each paragraph, all were approved and as amended. The changes are recorded as follows:

Paragraph four (4) was another inadvertency because a probationary period of 90 days always has been policy. For clarification this paragraph now reads as follows:

> "There shall be a specified probationary period for all hirings and promotion of ninety (90) days."

Paragraph seven (7) was changed to include the words, "subject to Board approval." This paragraph now reads as follows:

> "It is recommended that the Board formally approve in advance of hiring or promotion only the following positions: Director, Assistant to Director, Department Chiefs, and heads of larger branches. The Board should authorize the Director to hire all other staff to fill budgeted vacancies subject to Board approval."

Mr. Stern read Part IV, Expansion of Facilities, Section A, Main Library. Following discussion, upon motion by Mrs. Smith, seconded by Mr. Lovenstein, it was unanimously

> RESOLVED, That, Part IV, Expansion of Facilities, Section A, Main Library, be deleted because it was in conflict with the December 11, 1973 Report of the Special Committee For the Study of the Survey.

Motion carried.

Mr. Stern reviewed Section B, Abbreviated Positions Paper on Branch Expansion Planning for Kanawha County Public Library. After discussion, upon motion by Mr. Kuhns, seconded by Mr. Lovenstein, it was unanimously

> RESOLVED, That Section B, above, be deleted and be referred to the Long Range Planning Committee, Mrs. Smith, Chairwoman, for study.

Motion carried.

Mr. Stern read Section C, Relations and Affiliates. After discussion, it was agreed that paragraph one (1) be changed and now reads as follows:

> "Upon incorporation of Dunbar Public Library, into Kanawha County Public Library, Nitro will be the only remaining affiliate. There will continue to be special relationships with South Charleston, American Heritage Library (Clendenin) and such other libraries as the Library Board may choose to consider."

Following a reading and discussion of paragraph two (2) on direct cash grant-in-aid to affiliates and paragraph three (3) on mandated tax funds by affiliates, upon motion by Mr. Lovenstein, seconded by Mr. Kuhns, it was moved that paragraphs two (2) and three (3) be deleted. Motion carried.

Following a reading and discussion of paragraph four (4) on branch status for affiliates, upon motion by Mrs. Smith, seconded by Mr. Lovenstein it was moved that the first sentence of paragraph four (4) be deleted. This paragraph now reads as follows:

"Any application for branch status by an affiliate should be subject to the same criteria used in considering new branches."

Motion carried.

Reports of Committees.

Budget Committee.

Grant-In-Aid Funds. The Library Director reported for Mr. Springer, Chairman, who was unable to be present. Mr. Winowich stated that the Budget Committee met on Monday, September 20, 1976 at 2:00 p.m. to consider a proposed schedule of Grant-In-Aid expenditures of $213,182.00 for the 1976/1977 fiscal year. The following members were present:

Mr. Springer, Chairman
Mr. Jacobson
Mr. Lovenstein
Dr. Wallace

Mr. Snyder, President

Copies of the document were distributed to the Library Board members present. There was discussion. The proposed schedule included $14,000.00 for the installation of a Book Detection System. There was discussion. Afterwards, it was agreed to delete the purchase of a Book Detection System and that the sum of $14,000.00 be used to purchase books. Upon motion of Mr. Lovenstein, seconded by Dr. Wallace, it was moved that the proposed schedule, as revised, be approved. The revised schedule of Grant-In-Aid expenditures of $213,182.00 for the 1976/1977 fiscal year is recorded as follows:

SCHEDULE OF EXPENDITURES

CROSS LANES BRANCH

Salaries

Librarian	$8,910	
Special Clerk	5,868	
Custodian	650	$15,428

Books			
Books	5,000		
Audio-Visual	500		
Periodicals	400	5,900	
Other Expenses			
Social Security		910	
TOTAL FOR CROSS LANES BRANCH			$22,238
ELK VALLEY BRANCH			
Salaries			
Librarian	$10,740		
Senior Clerk - 9 mos.	4,095		
Jr. Clerk - 9 mos.	3,735		
Custodian - 9 mos.	1,500	$20,070	
Books			
Books	24,100		
Audio-Visual	500		
Periodicals	400	25,000	
Other Expenses			
Social Security	1,180		
Service Contracts	120	1,300	
TOTAL FOR ELK VALLEY BRANCH			$46,370
GLASGOW BRANCH			
Salaries			
Librarian	$8,100		
Senior Clerk - 9 mos.	4,095	$12,195	
Books			
Books	8,000		
Audio-Visual	400		
Periodicals	300	8,700	
Other Expenses			
Social Security	710		
Service Contracts	120	830	
TOTAL FOR GLASGOW BRANCH			$21,725

MAIN LIBRARY

Salaries

Homebound Librarian	$9,870		
Temporary Librarian	7,800		
W. Brown - 2,700			
Substitutes - 5,100			
Sunday Service	9,500	$27,170	

Books

Books	$26,971		
Audio-Visual	5,700		
Periodicals	10,000	42,671	

Other Expenses

Building Supplies	500		
Office and Library Supplies	3,400		
Social Security	1,600		
Service Contracts	4,000		
Insurance	8,600		
Travel	2,000		
Miscellaneous - Programs	5,500		
Repairs and Maintenance	3,000		
Membership	800		
Utilities	1,000		
Furniture and Equipment	3,000		
Vehicles	1,000	34,400	

TOTAL FOR MAIN LIBRARY			$104,241

AFFILIATED AND COMMUNITY LIBRARIES

Dunbar	$9,151		
Nitro	8,019		
Clendenin	1,438		
TOTAL FOR AFFILIATED AND COMMUNITY LIBRARIES			18,608

TOTAL OF GRANT-IN-AID $213,182

Motion carried.

Salary Adjustments and Position Reclassification. The Library Director reported that the Budget Committee recommended for adoption position reclassification from Maintenance Mechanic to Superintendent, Maintenance and Repair and that the salary be adjusted from $9,870.00 gross annual salary to $10,545.00 gross annual salary. Following discussion, upon motion by Mr. Kuhns, seconded by

Dr. Wallace, it was unanimously

RESOLVED, That the position of Maintenance Mechanic be renamed Superintendent, Maintenance and Repairs; and,

RESOLVED FURTHER, That, the gross annual salary be adjusted from $9,870.00 to $10,545.00 effective October 1, 1976.

Motion carried.

The Library Board reported that the Budget Committee recommended for adoption salary adjustments of Miss Marilyn Long, Chief, Extension Librarian, and Mrs. Shirley Smith, Chief, Catalog Librarian, from $11,160.00 gross annual salary to $12,300.00 gross annual salary. After discussion, upon motion of Mr. Lovenstein, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the gross annual salary of Miss Marilyn Long be adjusted from $11,160.00 to $12,300.00 effective October 1, 1976; and

RESOLVED FURTHER, That the gross annual salary of Mrs. Shirley Smith be adjusted from $11,160.00 to $12,300.00 effective October 1, 1976.

Motion carried.

Audit for 1975/1976. The Library Director reviewed the State Tax Commissioner's directives concerning the appointment of private auditors by the State Tax Commissioner to conduct post-audits of all non-tax levying funds. The Library Director submitted the names of four certified public accounting firms and four registered public accounting firms. They are listed in alphabetical order as follows:

Certified Public Accounting Firms

Arnett and Foster
Ernst and Ernst
Howell and Paterno
Hurdman and Cranston

Registered Public Accountants

Edward L. Bibbee
Clendenin and Clendenin
Rice and Rice, Inc.
Rollins, Cleavenger and Rollins

Following discussion, it was moved by Mr. Lovenstein, seconded by Mr. Jacobson, that the names as submitted be approved and that the Library Director be authorized to forward the information to the State Tax Commissioner regarding post-auditing which is for the period ending June 30, 1976.

Community Service Committee.

Glasgow Library Project. Mr. Lovenstein reported that Mr. Snyder, the Library Director and he met with Mayor Tucker of Glasgow, West Virginia, on Thursday, September 16, 1976 for the purpose of securing $1,270.00 which was needed to complete the purchase of library shelving, furniture and equipment for installation in the Glasgow Library. The proposal was submitted to Council and approved. After discussion, upon motion of Mr. Lovenstein, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the bid of $2,484.00 by Thomas Office Supply, Inc. be accepted for the purchase of library shelving; and

RESOLVED FURTHER, That the bid of $4,386.59 by Rose City Press, Inc. be accepted for the purchase of library furniture and equipment.

Motion carried.

Elk Valley Library Project. Mr. Lovenstein gave a progress report on the Elk Valley Library. He stated that the Library Director and he met with Mr. Jim Smith on Thursday, September 30, 1976. Work has begun on the construction project. Completion date was estimated to be December 31, 1976.

Specifications for library shelving, furniture and equipment have been prepared by the Library Director. Upon motion of Mr. Lovenstein, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to seek bids for library shelving, furniture and equipment for the Elk Valley Library.

Motion carried.

Dunbar Library. Mrs. Smith gave a progress report on the Dunbar Library. She reported that $519,000.00 had been allocated for the construction project.

There being no further business the meeting on motion adjourned.

Walter F. Snyder
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 3, 1976

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 3, 1976 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Dr. Harper
Mr. Kuhns
Mr. Lovenstein
Mrs. Myerly
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mrs. Tompkins
Dr. Wallace

Also present was Mr. Joel Stern, Services Librarian and Assistant to Director, and Mrs. Shirley Smith, Chief, Catalog Department.

The Secretary reported that a quorum was present.

The minutes of the October 6, 1976 meeting were approved.

Library Director's Monthly Report. The Library Director's Oral Report for the month of October was not given. However, it would be prepared and mailed to the members of the Library Board.

Approval of Bills. The Library Director submitted Book Bills List No. 233 ($6,233.00) and General Bills List No. 233 ($6,121.98) duly certified and approved in accordance with the Bylaws and on motion by Mr. Kuhns, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 232 ($149.22), duly certified and approved in accordance with the Bylaws, and on motion by Mr. Kuhns, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the list be paid.

Reports of Committees.

Building and Grounds Committee.

Elk Valley Library Project. Mr. Lovenstein, Chairman, reported that a bid opening was held on November 2, 1976 at 3:00 p.m. in the Library Board Room for the purpose of receiving bids of library shelving, furniture and equipment for installation at the Elk Valley Branch Library in Big Chimney. Copies of the bid tabulation form were distributed to the members and is recorded as follows:

Bid Tabulation
for
Elk Valley Branch Library

Bidder (Listed Alphabetically)	Shelving Bid	Furniture and Equipment Bid	Lump Sum Bid
Budd Company	No Bid	12,503.27	
Contract Business Interiors	6,524.00	11,878.79	18,402.79
F.E.I. Butler Business Systems	7,129.10	No Bid	
Library Bureau	6,223.00	9,951.00	15,800.00
Rose City Press	10,478.37	8,774.90	19,253.27
S. Spencer Moore	No Bid	12,745.40	
West Virginia Seating	6,680.00	12,203.00	18,883.00

Following discussion, upon motion by Mr. Lovenstein, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the low bid of $6,223.00 by Library Bureau for the purchase of library shelving be accepted.

Motion carried.

Mr. Lovenstein reported that the low bid for the purchase of library furniture and equipment was submitted by Rose City Press at a sum of $8,774.90. After discussion, upon motion by Mr. Lovenstein, seconded by Dr. Wallace, it was unanimously

> RESOLVED, That the low bid of $8,774.90 by Rose City Press for the purchase of library furniture and equipment be accepted.

Motion carried.

A brief construction project progress report was submitted by Mr. Lovenstein. Discussion followed. Construction, he said, was expected to be completed in January, 1977 with library shelving, furniture and equipment deliveries to be made in February/March 1977.

Dunbar Library Project. Mrs. Helen Smith reported that the Dunbar Public Library Construction Project, by action of the West Virginia Library Commission, was delayed and that new bids on plans and specifications were being solicited. Bid opening date was scheduled for November 9, 1976 at 2:00 p.m. in Dunbar City Council Chambers. Members of the Kanawha County Public Library Board of Directors were invited to attend. There was discussion afterwards.

Glasgow Library. The Library Director reported that delivery of library shelving was expected by Mid-November, 1976. Delivery of library furniture and equipment was expected by Mid-December, 1976. Purchase of a basic book and periodical collection, he continued, has been completed. Some materials have been received and are being processed. Eventually the collection is expected to contain as many as 3,500 to 4,000 volumes.

UNFINISHED BUSINESS

Long Range Planning Committee. Mrs. Smith, Chairman, reported that the Long Range Planning Committee met on Wednesday, November 3, 1976 at 1:00 p.m. in the Board Room to consider the document entitled "Branch Library Expansion Planning for Kanawha County Public Library" as prepared by Mr. Stern. Members in attendance were: Mrs. Smith, Mrs. Tompkins, Mr. Snyder, Dr. Wallace, Mr. Stern and Mr. Winowich. Mr. Maurice expected to be present but could not attend. Copies of the document were distributed to members present. It was the committee's recommendation that the Library Board, as a whole, study the report for purposes of discussion and decision at the December, 1976 meeting. Mrs. Smith stated that a copy of the report would be mailed to each Library Board member who was not present at this meeting. There was discussion. Afterwards, it was agreed that the next library board meeting would be held on Wednesday, December 8, 1976 at 1:30 p.m. INSTEAD of 2:00 p.m. in order to allow more time to the report.

PLEASE NOTE DATE AND TIME OF THIS MEETING ONLY

NEW BUSINESS

Inventory of Books. The Library Director introduced Mrs. Shirley Smith, Chief, Processing Department. Copies of an outline entitled, "Inventory of Books: A Proposal" were distributed to members present and reads as follows:

I. OBJECTIVES

The principle objective is to determine the true and actual count of books in the Library's collection and to reconcile discrepancies between inventory records and books in the collection.

II. REQUIREMENTS

Minimum disruption of daily library operations and services.

Inventory be completed as quickly and efficiently as possible.

Temporary employment of additional staff to carry out inventory.

III. PROCEDURES

1. College of Graduate Studies through its Business Administration Division will provide an In-Service Seminar on inventory directions.

2. Inventory Committee

3. Orientation of supervisor and staff

4. Training of temporary staff

5. Inventory of branches

IV. LENGTH

Perhaps a month or two (a guesstimate)

V. STAFF COST

Several thousand dollars (a guesstimate)
Grant-In-Aid Funds
Other sources

VI. SCOPE

Total book collection to date - 390,000
Total inventory* and drawers - 199
Inventory* cards - 190,000

VII. BENEFITS

Better service to our patrons

Library will know what it actually has available

Perhaps a more advantageous insurance premium

Revision of public catalog

Mrs. Smith discussed the project. Comments and discussion followed. No action was taken at this time.

*Shelflist

OLD BUSINESS

Audit for 1975/1976. Mr. Snyder reported that the library was in receipt of the following letter which reads as follows:

"Mr. Nicholas Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"Pursuant to authority granted by Section 7, Article 9, Chapter 6, 1931 Code of West Virginia, as amended, Arnett and Foster is hereby appointed to conduct the post-audit of Kanawha County Public Library for the period(s) ending June 30, 1976.

"This office must receive the first copy of such audit report, and, in addition, if such report discloses misfeasance, malfeasance or nonfeasance, two additional copies must be forwarded, making three copies necessary for the use of this office.

"Very truly yours,

/s/ John R. Melton
John R. Melton
Director
Local Government
Relations Division"

"JRM/mpb"

There being no further business, the meeting on motion adjourned.

Walter L. Snyder
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 8, 1976

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 8, 1976 at 1:30 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mrs. Brown
Mr. Fisher
Mr. Kuhns
Mr. Lovenstein
Mrs. Myerly
Mr. Ray
Mrs. Smith
Dr. Wallace

Also present was Mr. Joel Stern, Services Librarian and Assistant to Director.

The Secretary reported that a quorum was present.

The minutes of the November 3, 1976 meeting were approved.

Communications. The Library Director reported that the Library was in receipt of a letter dated November 27, 1976 from G. L. Stanley, Mayor of the City of Chesapeake. The letter reads as follows:

"November 27, 1976

"Mr. Nick Winowich
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"Thank you for your time last Wednesday, in the telephone conversation regarding Library prospects in our City of Chesapeake.

"As we stated before our people are vitally interested in a Public Library. Several of our groups have contacted the City Officials from time to time in the past two years about our possibilities. The Womens Club, The Jr. Womens Club and the Senior Citizens Groups have constantly pursued the cause for this facility.

"We are fortunate to have at this time a very choice space in our City Building. Our City Building is centrally located not only to serve our Citizens but also adjacent Towns of Chelyan and Marmet, etc.

"We would appreciate your consideration and help in this project and the City Council and I stand ready to be of any assistance possible for this cause.

"Respectively yours,

/s/ G. L. Stanley
G. L. Stanley-Mayor
City of Chesapeake

"GLS/mrt"

Following discussion, the Library Director was authorized to respond to Mayor Stanley's inquiry; a copy of which is filed with the minutes of this meeting.

Library Director's Monthly Report. The Library Director's oral report for the month of November was not given. However, it would be prepared and mailed to the members of the Library Board.

Approval of Bills. The Library Director submitted Book Bills List No. 234 ($9,601.34) and General Bills List No. 234 ($6,757.67) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Kuhns, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 233 ($69.53), duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by

Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the list be paid.

Reports of Committees.

Long Range Committee. Mrs. Smith, Chairman, reported that a fourth draft statement on Branch Expansion Planning for Kanawha County Public Library had been prepared by Mr. Stern and was mailed, previously, to each member of the Library Board of Directors. Mr. Stern reviewed, orally, each of the six sub-headings or areas of concern which are noted as follows:

1. Existing Library Facilities
2. County Population Trends
3. Pertinent Demographic Information
4. Criteria for Small Branch Site Location
5. Local Financial Support Requirements
6. Preferred Type of Small Branch Facility

Comments and discussion followed. Changes were recommended and recorded. Afterwards, it was suggested that another and revised draft be prepared and mailed to the members of the Long Range Planning Committee for study and evaluation. The committee was expected to make its recommendations to the Library Board of Directors at the February, 1977 library board meeting.

Building and Grounds Committee.

Dunbar Public Library Project. Mrs. Smith reported that a ground-breaking ceremony for the new Dunbar Public Library would be held on Thursday morning, December 9, 1976 at 11:00 a.m. Members of the Library Board of Directors were invited to attend.

Elk Valley Library Project. Mr. Lovenstein, Chairman, gave a progress report on the Elk Valley Library project. Some construction delays have occurred. However, it was expected that work would resume immediately and be completed in January, 1977.

Glasgow Public Library. Mr. Lovenstein, Chairman, reported that library shelving, purchased on low bid from Thomas Office Supply, was delivered to the Library and installed by Mr. Henson, Maintenance Superintendent. Mr. Lovenstein stated that library furniture, purchased on low bid from Rose City Press, was expected to be delivered reasonably soon. Library materials for the Elk Valley and Glasgow Libraries, he said, have been purchased and were being processed for addition to each facility.

Sissonville Instant Library. Mr. Fisher reported that Mr. Tony Shepherd of Sissonville telephoned him on Tuesday morning, December 7, 1976 to say that Mr. Shepherd had an appointment, that afternoon, with Governor Moore to discuss an Instant Library for Sissonville. Subsequently, a meeting was held in Governor Moore's office at approximately 3:15 p.m. on December 7, 1976. Present were: Governor Moore, Mr. Tony Shepherd, Mr. Arthur Fisher and Mr. Nicholas Winowich. Governor Moore responded affirmatively to a request for a grant to purchase a library site of nearly 12,000 square feet of space, at Flinn Elementary School, from Kanawha County Board of Education.

The Library Director, in response to an inquiry from Governor Moore regarding library development in Kanawha County, mentioned the Library Board's proposal for a long range plan which has not as yet been completed, the Library Board's declaration of a one-year moratorium, the need for branch library development in Eastern Kanawha County and in the Sissonville area, and that the addition of four new libraries to our system in 1976 and 1977 (Cross Lanes, Dunbar, Glasgow and Elk Valley) were imposing strains on our human and financial resources.

There was discussion. Afterwards, upon motion by Dr. Wallace, seconded by Mr. Fisher, it was unanimously

RESOLVED, That the Library Director be authorized to submit a Bicentennial Grant request of $2,937.60 to Governor Arch A. Moore, Jr., which will be used to purchase a library site of nearly 12,000 square feet, at Flinn Elementary School, from Kanawha County Board of Education.

Investment. Mr. Lovenstein reported that Kanawha County Public Library, on September 10, 1976, invested $100,000 in U. S. Treasury Bonds for 90 days at 5.50%. At its expiration date, December 9, 1976, the investment was scheduled to have earned $1,356.30 in interest. This interest earned, he said, would be used for payment on the Building Purchase Contract with General Services Administration. Mr. Lovenstein recommended that the $100,000 be reinvested for another 90-day period beginning December 9, 1976. After discussion, upon motion by Dr. Wallace, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Library Board reinvest $100,000 in U. S. Treasury Bonds for a ninety-day period and that the interest income be used for payment on the Building Purchase Contract.

Motion carried.

There being no further business the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 5, 1977

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 5, 1977 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mr. Bowman
Mr. Fisher
Mr. Kuhns
Mr. Lovenstein
Mr. Ray
Mrs. Smith
Mr. Springer

Also present was Mr. Joel Stern, Services Librarian and Assistant to Director, and Mrs. Shirley Smith, Chief, Catalog Department.

The Secretary reported that a quorum was present.

The minutes of the December 8, 1976 meeting were approved.

Communications. The Library Director reported that the Library was in receipt of a form letter dated December 28, 1976 from Kanawha County Commission regarding "Revenue Sharing Letters of Intent." Mr. Lovenstein distributed copies of the letter and read excerpts from it. Mr. Lovenstein reported that a review by the Kanawha County Commission was routine. He said that an informational meeting was scheduled, with the Commissioners, for Tuesday morning, January 12, 1977 at 11:30 a.m. for the purpose of making a progress report on the Elk Valley (Big Chimney) Library Project. Mr. Lovenstein said that Mr. Jim Smith and the Library Director would

accompany him. Discussion followed. Afterwards, the letter was ordered received and filed.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library since September, 1976. Included were the following:

1. Inquiries which appeared in the Hot Line column of Charleston Daily Mail from local but unknown persons commenting upon "noisy librarians" at the main library and the need to address a complaint regarding the St. Albans Branch.

2. Mr. Snyder and Mr. Lovenstein suggested, several months ago, that the Library Director consider the preparation and distribution of informational material which would tell a story about the Library's comprehensive services. The first such effort is enclosed. Others are expected to follow.

3. Cabell County voters passed a library levy expected to raise $3.7 million to build a new library in downtown Huntington. Additional funding of $1.5 million by the West Virginia Library Commission will provide for construction of new branches.

Approval of Bills. The Library Director submitted Book Bills List No. 235 ($10,769.76) and General Bills List No. 235 ($10,573.74) duly certified and approved in accordance with the Bylaws and on motion by Mr. Springer, seconded by Mr. Bowman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 234 ($222.55), duly certified and approved in accordance with the Bylaws and on motion by Mr. Springer, seconded by Mr. Kuhns, and duly adopted, it was ordered that the bills set out on the list be paid.

UNFINISHED BUSINESS

Inventory of Books. Mr. Snyder welcomed Mrs. Shirley Smith, Chief, Processing Department, who attended the Library Board meeting held on November 3, 1976 to speak on "Inventory of Books: A Proposal." Mrs. Smith distributed, to members present, copies of her progress report entitled, "Summary of Inventory Sample, December 13-17, 1976," which were mailed previously to all Library Board members. The report reads as follows:

Summary of Inventory Sample
December 13-17, 1976

Sample: 1 full shelflist drawer (R 915-973.18) including about 2100 items.

Staff: 2 people

Time: 18 man hours (2 hours a day for 5 days x 2 people)

Routine: Compared books on the shelf to shelflist, including Reference, 1st floor, Quick Reference, 1st floor, Room 97 (regular and new)

Findings:-Books accounted for: 1733
-Books missing: 325 (15%)
-1 book belonging to a library in Maryland
-1 book belonging to Charleston High School
-1 book belonging to Dunbar
-5 books belonging to circulation
-8 books needing relettering
-19 books with no shelflist
-2 shelflist cards needing revising

Extrapolating time from this study, assuming we do only Adult Reference and Circulation in this building:

158 shelflist drawers x 20 manhours = 3160 manhours x minimum wage ($2.30/hr.) =

$7268.00 + $1840* = $9108.00

*See Recommendation #2 for requirement of 2 man team to check circulation file.

Explanation: 1. 20 hours is used rather than 18 hours to account for break time, absences, etc.

2. Boys and Girls was not included in this price since it was inventoried about 7

years ago and Helen Lind Thomas, the Head of that Department does not feel it needs to be done at this time. It would add about $1564 to the price given above. (34 drawers x 20 hours = 680 hours x minimum wage ($2.30/hr.) = $1564)

3. This does not count doing bound periodical volumes or West Virginia Reference since these are kept in closed stack areas.

4. It is not recommended that phonograph records be done at this time. They would add about $300 to the estimated total cost.

Other Observations: Besides a 20-year literature search, contacts were made with two commercial inventory firms, Paul Payne at West Virginia State, Dr. Lunn and Dr. Kupps from COGS, Doris Walker of COGS, Judy Prosser from the West Virginia Library Commission and the inventory committee here at Kanawha County Public Library about alternative methods of conducting the inventory. A trial tape inventory conducted by two staff people from Capitol inventory proved no better than the traditional method.

Recommendations: On the basis of study done so far, and taking into account the objectives set forth for this inventory, the following is recommended:

Recommendations:

1. Conduct an inventory of Circulation and Reference and Extension materials in the main building.

2. Use teams of 2 people, comparing books to shelflist. [Detailed procedures to follow]

   3160 manhours = 79 40-hour work weeks. One team of 2 should be able to complete the shelf check in 39.5 weeks. Four teams of 2 could complete it in about 10 weeks - a realistic working time. Add 1 team to check circulation file each day during inventory [20 man weeks (800 manhours) x minimum wage ($2.30/hr.) = $1840.]

3. Do the inventory during the summer months when more qualified temporary help is available. (Students home on vacation)

Observations: Not included in this are the following:

1. Follow-up shelf-check of missing books at a designated interval, probably six months.

2. Revision of catalogs to reflect inventory holdings. This must be done thru the catalog department and could realistically be incorporated into that revision as it is now done. This would probably take about three years to complete. It requires a great deal of professional decision-making; can't be rushed.

3. Also not figured is the cost of using the photocopy machine. The sample generated 58 sheets to give us a record of what is missing. The inventory would have to generate these missing items plus a one-time filming of the circulation file, long overdue file and a daily filming of the previous day's circulation during the actual inventory.

Mrs. Smith discussed the project and invited questions and comments. Afterwards, upon motion of Mr. Springer, seconded by Mr. Lovenstein, it was unanimously

RESOLVED, That the Library Board defer action on the inventory of books project until the Budget Committee has had an opportunity to re-examine the current budget and time to develop a budget for fiscal year 1977/1978.

Motion carried.

Reports of Committees.

Personnel Committee.

Glasgow Librarian. The Library Director submitted the application of Mrs. Margaret Hosimer for the position of Librarian, Glasgow Public Library. He presented a brief review of her educational, professional and personal qualifications. Following discussion and upon motion by Mrs. Smith, seconded by Mr. Lovenstein, it was

RESOLVED, That Mrs. Margaret Hosimer be appointed Librarian at the Glasgow Public Library effective January 1, 1977 at an annual salary of $8,100.00.

Motion carried.

Elk Valley Librarian. The Library Director submitted the application of Miss Kate McEvoy for the position of Librarian, Elk Valley (Big Chimney) Branch Library. He presented a brief review of her educational, professional and personal qualifications. Following discussion and upon motion by Mrs. Smith, seconded by Mr. Lovenstein, it was unanimously

RESOLVED, That Miss Kate McEvoy be appointed Librarian, Elk Valley (Big Chimney) Branch Library effective February 1, 1977 at an annual salary of $10,740.00.

Building and Grounds Committee.

Dunbar Public Library. Mrs. Smith reported that groundbreaking ceremonies were held on a very cold Thursday morning at 11:00 a.m. on December 9, 1976. She stated that everything appeared to be in order and that the contractor Justice Construction Company, St. Albans was ready to begin. Following discussion, the Library Director recommended that Kanawha County Public Library submit a special grant application to West Virginia Library Commission requesting funds which would be used to purchase books to supplement and strengthen the present collection of approximately 10,000 volumes. The recommendation was approved and ratified.

Elk Valley Library. Mr. Lovenstein gave a progress report on the Elk Valley (Big Chimney) Branch Library project. He stated that the Library Director and he met on January 4, 1977 with Mr. Jim Smith and the architects, Wilson-Goff and Associates. The purpose was to view the construction site, the progress made and to consider certain change orders recommended by Mr. Smith and the architect's representatives, Mr. Robert Wilson and Mr. Charles Hively. Mr. Lovenstein guessed that the project might be completed by February 15, 1977. Discussion followed.

Glasgow Library Project. Mr. Lovenstein made a progress report on the Glasgow Library Project. He reported that the library could open as early as mid February, 1977 and he said that a pre-opening meeting with Mayor Tucker would be scheduled as soon as possible.

Proposed Sissonville Instant Library. Mr. Fisher and the Library Director reviewed the several meetings that were held with Governor Arch A. Moore, Jr. and Mr. Daniel S. Green, Director, Appalachian Development Office, regarding the proposed Sissonville Instant Library Project. The Library Director then distributed copies of a letter sent to Governor Moore, dated December 15, 1976 and copies of letters addressed to Mr. Green, dated December 17, 1976 and December 30, 1976. Copies of the letters are filed with the minutes of this meeting. Discussion included the following: Moratorium, long-range plans, current construction projects, operating costs and the availability for project funding which could be invested in an interest bearing account until such time after June 30, 1977. Afterwards, Mr. Springer moved, Mr. Kuhns seconded, that the last paragraph of the December 30, 1976 letter written to Mr. Daniel S. Green be ratified and approved. Motion carried.

American Library Association 1977 Midwinter Conference. Upon motion of Mr. Kuhns, seconded by Mr. Springer, the following resolution was adopted:

> RESOLVED, That the Library Director be authorized to attend the American Library Association 1977 Midwinter Conference to be held in Washington, D. C., January 31, 1977 - February 4, 1977 and that his expenses not to exceed $500.00 be paid; and
>
> RESOLVED FURTHER, That Mr. Lovenstein be authorized to attend the American Library Association 1977 Midwinter Conference and that his expenses be paid from the Grant-In-Aid Funds.

Motion carried.

Change of Date and Time of the February, 1977 Meeting of the Library Board. Mr. Snyder recommended that the February, 1977 meeting of the Library Board be held on February 9, 1977 instead of February 2, 1977 and that the meeting be scheduled to begin at 1:30 p.m. instead of 2:00 p.m. There were no objections.

Proposed Budget Committee Meeting. Mr. Springer reported that a Budget Committee meeting was planned and members would be notified, by mail, as to date and time.

There being no further business the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 9, 1977

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 9, 1977 at 1:30 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mr. Bowman
Mr. Fisher
Dr. Harper
Mr. Kuhns
Mrs. Myerly
Mr. Ray
Dr. Riggleman
Mrs. Smith
Dr. Wallace

Also present was Mr. Joel Stern, Services Librarian and Assistant to Director.

The Secretary reported that a quorum was present.

The minutes of the January 5, 1977 meeting were approved.

Communications. The Library Director reported that the Library was in receipt of a letter from Michael R. Wenger, Director, Office of Federal State Relations, West Virginia, dated February 4, 1977. Copies of the letter were distributed to members present and the letter was read aloud by the Library Director. The purpose of the letter was

> "to advise you of the status of your (Proposed Sissonville Instant Library Construction Project) application for funds under the Economic Development Administration Section 304 Program..."

After discussion it was ordered that the letter be received and filed.

The Library Director reported, also, that the Library was in receipt of a letter from Mr. Richard A. Robb, Mayor, City of South Charleston, West Virginia. Copies of the letter, with attachment, were distributed to members present. The purpose of this letter was to inquire about

> "any information you could provide me regarding the sharing of costs if the South Charleston Library were incorporated into the county system."

Following discussion, it was suggested and ordered that the matter be referred to the Committee on Long Range Planning, Mrs. Helen Smith, Chairman.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of January, 1977. Included were the following:

1. Consumption of natural gas by Kanawha County Public Library at its Charleston site was well within its allotted 1000 MCF (thousand cubic feet). The Library used 631 MCF in January, 1977.

2. Conservation was essential and accomplished by changing thermostatic settings to 57°; by removing one boiler from operation and only firing one unit at-a-time; by eliminating Sunday Services and reducing library hours to 5:30 p.m. daily. Discomfort and inconveniences were temporary.

3. Mr. Lovenstein and the Library Director visited with Senator Byrd, Senator Randolph and Congressman Slack for the purpose of discussing the Library's Building Purchase Contract held by the General Services Administration. There were no quick and easy answers.

Approval of Bills. The Library Director submitted Book Bills List No. 236 ($15,573.53) and General Bills List No. 236 ($15,776.55) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Myerly, seconded by Dr. Wallace and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be

transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 235 ($196.00), duly certified and approved in accordance with the Bylaws and on motion by Mrs. Myerly, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the list be paid.

Reports of Committees.

Budget Committee. The President announced in the absence of the Chairman, Mr. Springer, that the Budget Committee would meet again. The next meeting was scheduled to be held on Tuesday, February 22, 1977 at 1:30 p.m. in the Board Room.

Long Range Planning Committee. Dr. Wallace reported for the committee which met on Monday, February 7, 1977 to consider a fifth draft STATEMENT ON BRANCH EXPANSION PLANS OF KANAWHA COUNTY PUBLIC LIBRARY. A copy of the statement had been mailed previously to each member. Copies were distributed also to members present. Following considerable discussion and some suggested changes, upon motion by Mrs. Smith, seconded by Mr. Kuhns it was unanimously

> RESOLVED, That the Statement on Branch Expansion Plans of Kanawha County Public Library, as amended, February 9, 1977, be approved and become a part of the minutes of this meeting.

Motion carried.

STATEMENT ON BRANCH EXPANSION PLANS OF KANAWHA COUNTY PUBLIC LIBRARY; For Revision, as appropriate, by Kanawha County Public Library Board of Directors and subsequent transmittal to West Virginia Library Commission.

I. Existing Library Facilities

By the end of calendar 1977, assuming fulfillment of current plans vis à vis Elk Valley, Glasgow, and Dunbar, there will be nine public library

facilities in Kanawha County. These facilities are geographically located to serve about 170,900, or 75%, of the county's 1970 population of 229,500. There will remain a population of about 58,600 without easy access to a public library facility.

Six of these nine facilities will comprise the Kanawha County Public Library (KCPL) system, listed in order of collection size: Charleston, St. Albans, Dunbar, Elk Valley (Big Chimney), Cross Lanes, and Glasgow. The remaining three are independent municipal libraries: South Charleston, Nitro, and Clendenin.

II. County Population Trends

This is a descriptive section. By itself, it has no direct or "inescapable" decision-making implications.

The county's population growth over the next twenty years is likely to be modest. A 1970 study by the Kanawha County Planning Commission projects a 1995 population of 259,000, a 29,000, or 12% increase over 1970. The study also projects a further small population decline in the eastern part of the county.

There is general agreement that the three areas of greatest present and future growth within the county are:

1. Cross Lanes area
2. Big Chimney/Pinch/Quick area
3. Sissonville area

It should be noted that Cross Lanes has a library facility, Big Chimney/Pinch/Quick is about to have one, and land at a school site in the Sissonville area has been reserved to KCPL for library purposes.

Other areas of growth potential are (with no significance in the order of listing):

1. Coal Fork section south of St. Albans
2. State Route 214 corridor running south to Lincoln County
3. South Hills section of Charleston

III. Pertinent Demographic Information

There are five areas, as defined in a demographic study attached to this Statement, outside of the City of Charleston that are now without a permanent library facility:

Area	1970 Population	Area Sq. Miles	Persons per Sq. Mile
East Bank/Cabin Creek/Chelyan	12,236	130	94
Sissonville	10,872	129	84
Marmet/Chesapeake	6,990	41	172
"Southwest"	12,637	100	126
Belle/Malden/Rand	15,856	70	226
Total	58,591	470	---

Three of these five areas are on the Kanawha River to the east of Charleston.

IV. Additional KCPL Facilities

A. Background

1. The opening of the Cross Lanes Branch in February 1976, the expected openings of the Elk Valley Branch and the Glasgow Library in early 1977, and the incorporation of a new, larger Dunbar Library into the KCPL system by late 1977, tangibly demonstrate this Library's commitment to the extension, expansion, and improvement of comprehensive library services to the residents of Kanawha County.

2. KCPL has a contractual indebtedness of $193,971.96 on its Capitol Street building, consisting of $165,788.00 in principal and $28,183.96 interest. Financial prudence dictates that the size of this obligation and the annual cost of debt service - scaling down from the 6-1-77 payment of $30,729.99 to the final $24,690.57 payment on 6-1-83 - will have a retarding, but not controlling, influence on expansion. An effort will be made to win relief from the present contractual indebtedness so that an additional $25,000-$30,000 can be released for annual operating budgets.

B. System Expansion Planning

1. General

A. System expansion over the next ten to twelve years is broken down into approximate time segments with appropriate priorities for each. These time segments are (1) First-Phase Small Branch Expansion, (2) Charleston Expansion, and (3) Second-Phase Small Branch Expansion.

1. A "small branch" is defined as a library facility with up to 2,500 square feet.

B. The total number of additional small branches in both "Small Branch Expansion" phases is seen to be not fewer than two and not more than five over the next ten to fifteen years.

C. The end of any of the three phases may be measured by events or by the passage of time, whichever comes first. For example, the KCPL Board may decide that the opening of one additional small branch marks the end of "First-Phase Small Branch Expansion."

D. To cushion the impact of expansion on the library system's financial and human resources, not more than one new facility or expansion/remodeling program should be undertaken in any given year. However, there may be overlap; planning for another facility may begin before final completion of the previous facility.

2. Financial Considerations

Additional branches cost money to build, furnish, operate, and maintain. In the short run, availability of construction funds control when a new branch can be built or an existing facility remodeled or expanded. In the long run, however, it is the ongoing cost of operations that may determine whether a new, shared or remodeled facility is practicable.

Thus, the rate of growth of the KCPL system depends ultimately on the monies available for annual operating budgets regularly received from the Kanawha County Board of Education, the Kanawha County Commission and the City of Charleston, notwithstanding the increasing grant-in-aid funds received from the West Virginia Library Commission.

The direct annual operating cost, after the first year, of an instant-library branch, or smaller, will be $24,000 - $27,000 at current 1977 cost levels. In addition to the direct cost of operations, there will be additional indirect costs, not accurately measurable, borne at the Main Library by its Extension Department, Catalog Department and the Administrative Office for necessary service support and administrative supervision.

C. Detail of the Expansion Plan

1. First-Phase Small Branch Expansion

In an approximate three year period after the end of the present moratorium, serious consideration may be given to as many as three additional small branches in outlying areas of the County now without a facility. While preference will be given to the Sissonville area and to one or two sites on the south of the Kanawha River east of Charleston, other site possibilities are not automatically excluded.

2. Charleston Expansion

In an approximate three to six year period after the end of "First-Phase Small Branch Expansion," priority will be given to the expansion or major remodeling of facilities within the City of Charleston. This program will encompass at least one - but not more than two - of the following

possibilities (with no significance in the order of listing):

A. Expansion of present Capitol Street location
B. Remodeling of present Capitol Street location
C. A Branch library in Charleston
D. A "headquarters building" for the Extension Department

It is recognized that any "Charleston Expansion" project is likely to involve large capital outlays. Possible sources of construction money include, among others, Community Development funds, Public Works Construction funds, Appalachian Regional Commission and the West Virginia Library Commission.

3. Second-Phase Small Branch Expansion

In an approximate three year period after the "Charleston Expansion," consideration will be given to such additional small branches as then seems appropriate within the previously stated limitation that there be not more than five additional small branches over the entire time span of the Expansion Plan.

V. Criteria for Small Branch Site Location

Site location can never be by formula. It will require a thoughtful weighing and weighting of a number of factors, most of which cannot be reduced to cold numbers. The most important factors, listed in probable order of weighting, are:

1. Present population of area to be served.

   A. Minimum present population should be 6,000 within a 4-mile radius of the proposed library site.

      1. Population within this 4-mile radius already served by an existing library facility will not be counted.

      2. Population within the 4-mile radius but on the opposite side of the Kanawha River will not be counted.

      3. Intensity and breadth of local interest and initiative measured, in part, by the adequacy of local financial support for annual operating budgets.

      4. Prospects of population growth.

      5. Quality of life.

VI. Local Financial Support

Branch facilities will be located, where possible, in incorporated places so that continuing local support for annual operating budgets can be obtained from the municipal government.

For site locations where the absence of a local governmental unit makes impossible a contractual agreement covering financial support, the Board must then use its own best judgment in evaluating the adequacy and continuity of local private and/or institutional pledges.

The amount of local financial support for each new small branch will have to be negotiated on an individual basis. It is recognized that application of the "Charleston formula," based as it is on real property valuations, will not be practical in some instances and not even determinable for non-incorporated places. However, as a rough rule-of-thumb, the minimum local financial support to be sought ought to be about 10% of the estimated direct cost of annual operations or about $2,500 as measured in current 1977 costs. Where local circumstances permit, every reasonable effort should be made to negotiate for a greater local share.

VII. Preferred Type of Small Branch Facility

None of the five areas now without a permanent library facility (see Section III) has demographic characteristics usually associated with high library usage. (See attached Map and the two accompanying demographic tables.)

Accordingly, the operating philosophy of such additional branches should be strongly geared to activities-oriented programs and workshops, backed up by appropriate library materials. The library staff at these facilities needs to be strongly people-oriented. Their skills in working one-to-one with patrons and working effectively within the community will be more essential to success than their specific library skills.

Facilities of 1800 - 2500 square feet should be sought so that there will be adequate space for the proposed activities-oriented services as well as space for regular library materials. While construction of new facilities, including instant libraries, is by no means precluded, a thorough first effort should be made to lease suitable quarters in a high-traffic location or to share space by operating a facility of adequate size within a school or municipal building. Preparation of leased or shared quarters will not require a significant capital cost and will provide greater flexibility. If operations aren't successful in one location within an area, a move could be made to another location more easily from non-permanent quarters than from a building we owned.

VIII. General Board Authority

This Statement is the Board's considered current long-range plan for the coherent development of comprehensive library service for all of Kanawha

County. It is an outline of preferred directions into the future rather than an inflexible blueprint or a binding commitment.

The Board properly reserves its right to alter directions and change priorities as here outlined - which will not be done capriciously or without careful thought - in the event of unforeseen changes of circumstance, particularly as to overall Library funding.

Community Service Committee. Mr. Bowman reported that the Community Service Committee met on February 7, 1977 in the Board Room of the Library with representatives of the Clendenin Public Library. Those in attendance were:

Clendenin Public Library

Mr. Gary Ellis, President
Mrs. Edna Gallian
Mr. Greg Gandee
Mr. Dick Ladd

Also attending:

Mrs. Carolyn Pekar, Librarian

Community Service Committee

Mr. Jack Bowman, Chairman
Mrs. Myerly
Mrs. Smith
Mr. Ray
Dr. Wallace

Also attending:

Nicholas Winowich
Joel Stern

Mr. Bowman stated the Library Board in Clendenin had been reorganized; that a change of name from American Heritage Public Library to Clendenin Public Library was ratified and approved, and that the new library board hoped to complete service arrangements with Kanawha County Public Library. Reference was made by Mr. Bowman to a Kanawha County Public Library service letter of November 6, 1975 signed by Mr. L. K. Lovenstein, President, to Mr. Jack C.

Huffman, President, which incidentally, was never released to the new library board of directors by Mr. Huffman.

The Chairman distributed copies of a proposed letter of services to the members present. There was discussion. Afterwards, upon motion of Mr. Ray, seconded by Mrs. Anderson it was unanimously

RESOLVED, That, the proposed letter of services, as amended, February 9, 1977, be approved and become a part of the minutes of this meeting; and

RESOLVED FURTHER, That, the President be and is hereby authorized to sign the letter addressed to Mr. Gary Ellis, President, Clendenin Public Library, Clendenin, West Virginia, 25045.

Motion carried.

"February 9, 1977

"Mr. Gary L. Ellis
Clendenin Public Library
Clendenin, West Virginia 25045

"Dear Mr. Ellis:

"A report by the Community Service Committee was presented to the Kanawha County Public Library Board of Directors by Mr. Jack Bowman, Chairman, at its regularly scheduled meeting held on Wednesday, February 9, 1977. Following discussion of your several questions, I was authorized to respond as follows:

"1. Kanawha County Public Library will loan Clendenin Public Library a total of 2,500 to 3,000 books. It will become necessary for Clendenin Public Library to provide proper and adequate insurance to cover such loss to these materials as may occur because of fire, theft, damage, etc. An agreement covering the loan of these materials will be prepared for your signature as President.

"2. Kanawha County Public Library will discontinue its Mobilibrary service at its Clendenin stop reasonably soon after Clendenin becomes operational.

"3. Grant-In-Aid funds of in-kind value to Clendenin Public Library will be used to purchase books, magazines and

newspapers. The total value of this in-kind support will be the same per capita support given to the municipal libraries of Dunbar and Nitro based on the 1970 census population of the City of Clendenin.

"4. Kanawha County Public Library will process Grant-In-Aid, In-Kind book purchases.

"5. The real dollar value of the Grant-In-Aid, In-Kind allowance, is considerably more than the per capita allowance. Our substantial trade-book discount schedule of 38% is extended without reservation or hesitation. The average cost of processing (cataloging, cards, pockets, typing and lettering) exceeds $2.88 per volume and is absorbed by us.

"6. Kanawha County Public Library will provide counsel through our professional librarians for the establishment of normal library routines and practices.

"7. Kanawha County Public Library will provide in-service training for Clendenin Public Library staff. Training sessions will be conducted in Charleston or Clendenin, as appropriate.

"8. We will provide Clendenin Public Library with patron registration forms and borrowers cards. Clendenin Public Library will participate in our long-established county-wide registration system.

"9. Kanawha County Public Library does not hereby assume any financial responsibility for the present or future operation of Clendenin Public Library. We have a prior obligation to the Elk Valley Branch Library at Big Chimney. It is not possible for Kanawha County Public Library to support two libraries located in the Elk Valley area.

"10. This letter supersedes and cancels the November 6, 1975 letter signed by Mr. L. K. Lovenstein, President, Kanawha County Public Library Board and addressed to Mr. Jack C. Huffman, President, The American Heritage Public Library, Clendenin, West Virginia.

"Sincerely yours,

/s/ Walter F. Snyder
Walter F. Snyder
President
Kanawha County Library Board

"WFS:bh"

Glasgow Library Project. The Library Director reported for Mr. Lovenstein who was unable to attend. The Glasgow Public Library is scheduled to open on Tuesday, February 15, 1977 at 11:45 with a special, but brief, ribbon cutting ceremony involving school children from the four area schools. Mrs. Margaret Hosimer, Librarian, and Mrs. Mattie Jeffers, Special Clerk are members of the staff. Library hours will be the same as those in Cross Lanes Branch: Tuesday and Thursday from 12:00 noon to 9:00 p.m., Wednesday, Friday and Saturday from 8:30 a.m. to 5:30 p.m.

Elk Valley Library. The Library Director presented a construction progress report: dry wall installation was complete and delivery of some library shelving had been made. The contractor, Mr. J. D. Marion, said that construction might be completed by March 31, 1977.

NEW BUSINESS

West Virginia Arts and Humanities Council. Mr. Stern reported that Kanawha County Public Library, in cooperation with West Virginia Arts and Humanities Council, would sponsor two performances of THE EMPEROR'S NEW CLOTHES, a marionette production. The first performance would be held at the Main Library on Sunday, March 6, 1977 at 1:30 p.m. The second show would be held in the gym, Municipal building, Glasgow Public Library. Each performance will include a demonstration on the art of the marionette: how marionettes are constructed and manipulated. Total project cost is $300.00 of which $150.00 is made available from Council. Following discussion, it was agreed that the Library Director be and is hereby authorized to sign a West Virginia Arts and Humanities Council grant application for $150.00.

Library Appreciation Day Dinner. The Library Director reported that the fourth annual library appreciation day would honor Governor Rockefeller and members of the Legislature. The hosts are West Virginia Library Commission, West Virginia Library Association and public libraries. The reception, dinner and program is scheduled to begin at 6:30 p.m. on Tuesday, March 1, 1977 at the Charleston Civic Center. Cost per person is $8.00. Mr. Frank Gifford, ABC Sports, will be the guest speaker. Reservations, he said, may be made by telephoning his office by February 24, 1977. Please make checks payable to WEST VIRGINIA LIBRARY ASSOCIATION.

Change of Time of the March, 1977 meeting of the Library Board. Mr. Snyder recommended that the March, 1977 meeting of the Library Board be scheduled to begin at 1:30 p.m. instead of 2:00 p.m. There were no objections.

There being no further business, the meeting on motion adjourned.

Walter L. Snyder
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 2, 1977

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 2, 1977 at 1:30 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Brown
Mr. Fisher
Mr. Jacobson
Mr. Lovenstein
Mrs. Myerly
Mr. Ray
Mrs. Smith
Mr. Springer
Dr. Wallace

Also present was Mr. Joel Stern, Services Librarian and Assistant to Director.

The Secretary reported that a quorum was present.

The minutes of the February 9, 1977 meeting were approved.

Fourth Annual Library Appreciation Day Dinner. Mr. Snyder talked about the Fourth Annual Library Appreciation Day which was held on Tuesday evening, March 1, 1977 at the Charleston Civic Center honoring members of the West Virginia Legislature. The theme was "Tie one on for the Library" and was sponsored by the West Virginia Library Association. He stated that 616 persons attended including many members of the Library Board and staff librarians. The Library Director, he said, served as Master of Ceremonies.

Library Director's Monthly Report. The Library Director's oral report for the month of February was not given. However, it would be prepared and mailed

to the members of the Library Board.

Approval of Bills. The Library Director submitted Book Bills List No. 237 ($15,702.73) and General Bills List No. 237 ($5,120.29) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Myerly, seconded by Mr. Lovenstein and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 236 ($91.15), duly certified and approved in accordance with the Bylaws and on motion by Mrs. Myerly, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the list be paid.

Reports of Committees.

Budget Committee. The Library Director, Mr. Stern and Miss Ammar were excused from the meeting. Mr. Springer, Chairman, reported and submitted a proposed budget for the fiscal year 1977/1978. Copies were distributed to the members present. Following an explanation of the document and discussion, upon motion by Mr. Springer, seconded by Mr. Lovenstein, it was moved that the Budget for 1977/1978 be adopted as submitted. Afterwards, a vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha County. Mr. Springer moved that the following resolution be adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1977, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Lovenstein, and upon a vote being taken, the motion carried unanimously.

Mr. Springer moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1977, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such

acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Lovenstein, and upon a vote being taken, the motion carried unanimously.

Mr. Springer moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1977, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Lovenstein, and upon a vote being taken, the motion carried unanimously.

Building and Grounds Committee.

Elk Valley Branch Library Project. Mr. Lovenstein, Chairman, reported that the Library Director and he visited the Elk Valley Branch Library construction site on Monday, February 28, 1977. Work was stopped, he said,

because of extremely cold weather. However, it was expected that all phases of construction (plumbing, electrical, mechanical and carpentry) would be resumed as-soon-as possible because of improved seasonal weather. Afterwards, a visitation and meeting was held with Mr. Jim Smith who said that the project could be completed by April 30, 1977. Mr. Lovenstein reported, also, that some shelving had been delivered and was being held by the vendor and that the carpeting and padding had been delivered to the site. There was discussion afterwards.

Glasgow Branch Library Opening Day. Mr. Lovenstein reported that the Glasgow Branch Library was first opened to the public at noon on Tuesday, February 15, 1977. A ribbon cutting ceremony, held indoors because of cold weather and snow, preceeded opening day remarks made by Mr. Snyder and Mayor Tucker. Also present for the special occasion, were members of the local advisory board and library staff. Members of the Glasgow Branch Library Advisory Board are: Miss Adele Facinoli and Mrs. Donna Mae Tucker of Glasgow, Mrs. Betty Arthur of Shrewsbury, Mrs. Barbara J. Tucker of Hughston and Mrs. Pauline Tompkins of Cedar Grove.

Fountain. Mr. Lovenstein reported that certain ceramic tile and electrical repairs needed to be made to the fountain. Estimates have been solicited but not yet received.

Upon motion by Mr. Lovenstein, seconded by Dr. Wallace it was unanimously

RESOLVED, That the Chairman, Building and Grounds Committee and the Library Director are authorized to seek repair bids on the fountain, accept the lowest bid and to proceed with the project until it has been completed.

Motion carried.

Long Range Planning Committee. Dr. Wallace, Member, reported that the committee met on Wednesday, February 9, 1977 following conclusion of the Library Board Meeting. The purpose was to consider the proposal submitted by Richard A. Robb, Mayor, South Charleston. It reads as follows:

> "Dear Nick:
>
> "South Charleston is presently making preparations for its budget for FY 76-77. Like many other governmental entities, we too are feeling the pinch and are looking for possible ways to cut costs or consolidate services. I am enclosing a copy of the budget for our library for this fiscal year (75-76). I would appreciate any information you could provide me regarding the sharing of costs if the South Charleston Library were incorporated into the county system."
>
> "Sincerely yours,
>
> /s/ _____
> Richard A. Robb
> Mayor"

Dr. Wallace stated that the Committee had discussed the proposal and recommends that the following letter be sent to Mayor Robb:

> "Your proposal, following referral to the Long Range Planning Committee, was submitted to the Library Board of Directors at its regularly scheduled meeting of March 2, 1977.
>
> "The Library Board of Directors, upon recommendation of its Long Range Planning Committee, agreed to take no action at this time. It was suggested, however, that representatives from both Library Boards meet and consider the proposal."

After discussion, upon motion by Dr. Wallace, seconded by Mr. Ray, it was unanimously

> RESOLVED, That the Library Director is hereby authorized to send the letter as submitted by the Long Range Planning Committee to Mayor Richard Robb.

Motion carried.

NEW BUSINESS

Proposed Library Legislation, Legislative Session 1977, West Virginia Legislature. Mr. Ray reviewed proposals which have been referred to committee. They are:

a. House Bill No. 975

1. The purpose of this bill is to create the Public Library Support Fund, and to provide for an annual minimum appropriation to such funds from the receipts from the sale of alcoholic beverages.

b. Senate Bill No. 150

1. This bill requires the West Virginia Library Commission to provide funding for all public county libraries to cover a portion of the maintenance and operational expenses and compensation of employees. The amount of funding is to be at the rate of $3.00 per county resident per year.

Considerable discussion followed. No action was taken.

Investment. Mr. Lovenstein reported that Kanawha County Public Library, on December 9, 1976, invested $100,000 in U. S. Treasury Bonds for 90 days scheduled to have earned $1,121.91 in interest. This interest earned, he said would be used for payment on the Building Purchase Contract with the General Services Administration. Mr. Lovenstein recommended that the $100,000 be reinvested for another 90-day period beginning March 9, 1977. After discussion, upon motion by Mr. Lovenstein, seconded by Mr. Springer, it was unanimously

RESOLVED, That the Library Board reinvest $100,000 in U. S. Treasury Bonds for a ninety day period and that the interest income be used for payment on the Building Purchase Contract.

Motion carried.

There being no further business, the meeting on motion adjourned.

Walter F. Snyder
President

Nicholas Winowich
Secretary

BUDGET 1977/1978
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Professional	$318,800	
Non-Professional	318,366	
Substitutes	8,000	
	$645,166	
Books		
Books	$138,900	
Audio-Visual	10,650	
Periodicals	26,650	
Binding	4,600	
	$180,800	
Other Expenses		
Salaries-Building	$ 59,893	
Social Security	40,542	
W.Va. Public Employees Insurance	24,150	
Supplemental Personnel Costs	3,642	
SubTotal-Other Personnel Costs	128,227	
Building Supplies	4,500	
Furniture and Equipment	7,392	
Insurance	8,000	
Library Programs and Continuing Education	3,000	
Miscellaneous	5,125	
Office and Library Supplies	27,100	
Repairs and Maintenance	9,500	
Service Contracts	14,165	
Travel	3,900	
Utilities	56,245	
Vehicles Operating and Maintenance	9,000	
	276,154	
TOTAL OPERATING EXPENSES		$1,102,120
OTHER CAPITAL SUPPORT		
Building Purchase Contract		29,723
TOTAL BUDGET-KCPL		$1,131,843
OTHER LIBRARIES		
Nitro	8,019	
Clendenin	1,438	
SUBTOTAL - OTHER LIBRARIES		9,457
GRAND TOTAL		$1,141,300

Appropriated Funds

Board of Education	$364,121	
County Commission	364,121	
City of Charleston	131,657	
TOTAL - APPROPRIATED FUNDS	$859,899	

Other Income

St. Albans	$ 12,219	
Dunbar	15,000	
Elk Valley	3,500	
Cross Lanes	2,500	
Miscellaneous	20,000	
Balance with Sheriff	15,000	
Grant-In-Aid	213,182	
TOTAL - OTHER INCOME	$281,401	
GRAND TOTAL		$1,141,300

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - PROFESSIONAL

Position	Employee	Monthly Salary	Annual Salary
Branch Librarian, Glasgow	Margaret Hosimer	$ 760	$ 9,120
Branch Librarian, Cross Lanes	Sara Mathewson	832	9,984
Extension Librarian		840	10,080
Circulation Librarian	Sara Sue Wright	840	10,080
Children's Librarian, Branch, SA		840	10,080
Children's Librarian	Luann Toth	890	10,680
Circulation Librarian	Kathleen Whalin	890	10,680
Extension Librarian	Christopher Hartmann	937	11,244
Homebound Librarian	Thomas Wrenn	937	11,244
Branch Librarian, Dunbar		940	11,280
Processing Librarian	Claudia Benton	983	11,796
Branch Librarian, Elk Valley	Kate McEvoy	995	11,940
Circulation Librarian	Zetta Walker	1,053	12,636
Reference Librarian	Gretchen Schwinger	1,090	13,080
Circulation Librarian	Evelyn Coskey	1,090	13,080
Reference Librarian	June Martin	1,090	13,080
Chief Processing Librarian	Shirley Smith	1,150	13,800
Chief Extension Librarian	Marilyn Long	1,150	13,800
Chief Children's Librarian	Helen Thomas	1,177	14,124
Chief Reference Librarian	Frances Gerard	1,215	14,580
Chief Circulation Librarian	Ruth Figgatt	1,350	16,200
Branch Librarian, St. Albans	Helen Miller	1,350	16,200
Adult Services Coordinator/ Assistant to Director	Joel Stern	1,488	17,856
Director	Nicholas Winowich	2,263	27,156
Temporary Librarians		Hourly	8,000
Sunday Services		Hourly	5,000
			$326,800

SALARIES - NON-PROFESSIONAL

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Branch, Dunbar (8 months)		$ 460	$ 3,680
Junior Clerk, Branch, Dunbar (8 months)		460	3,680
Special Clerk, Branch, Dunbar (8 months)		550	4,400
Library Associate, Branch, SA (6 months)	Henrietta Kidd	805	4,830
Junior Clerk, Branch, Elk Valley		460	5,520
Junior Clerk, Circulation		460	5,520
Junior Clerk, Circulation	Karen White	460	5,520
Junior Clerk, Boys and Girls	Mary Penn	480	5,760
Junior Clerk, Extension	Maria Porter	480	5,760
Junior Clerk, Boys and Girls	Gloria Price	480	5,760
Junior Clerk, Extension	Jane Thurston	480	5,760
Junior Clerk, Processing	Juanita Brown	500	6,000
Senior Clerk, Processing	Mary Mullins	500	6,000
Junior Clerk, Circulation	Nancy Pennington	507	6,084
Junior Clerk, Processing	Vicky Townsend	507	6,084
Junior Clerk, Processing	Kathy Hughes	522	6,264
Junior Clerk, Branch, SA	Eugena Karson	522	6,264
Senior Clerk, Extension	Jay Pauley	538	6,456
Junior Clerk, Circulation	Nova Casto	542	6,504
Junior Clerk, Branch, SA	Victoria Price	542	6,504
Special Clerk, Branch, Glasgow		550	6,600
Special Clerk, Branch, Elk Valley		550	6,600
Junior Clerk, Extension	Janet Lambert	560	6,720
Junior Clerk, Circulation	Mary Jo Jackson	560	6,720

SALARIES - NON-PROFESSIONAL

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Extension	Mary Lee	$ 560	$ 6,720
Junior Clerk, Circulation	Sara Meadows	560	6,720
Senior Clerk, Reference	Onnalee Arcuri	572	6,864
Senior Clerk, Processing	Sandra Trimble	578	6,936
Special Clerk, Branch, CL	Sandra Sue Copen	580	6,960
Special Clerk, Office	Lura Bridget Herndon	580	6,960
Senior Clerk, Processing	Patricia Whitlock	625	7,500
Special Clerk, Office	Virginia Banning	652	7,824
Special Clerk, Boys and Girls	Betty Jane Harper	700	8,400
Special Clerk, Circulation	Cortez Johnson	700	8,400
Special Clerk, Extension	Franca Martin	700	8,400
Mobilibrary Driver	Ronald Finney	742	8,904
Library Associate, Branch, SA	Martha Moran	805	9,660
Library Associate, Acquisition	Mae Thomas	825	9,900
Administrative Assistant	Lorena Ammar	1,089	13,068
Sunday Services		Hourly	5,500
Pages and Library Aides		Hourly	50,660
			$318,366

Books

Books	
Boys and Girls	$ 12,500
Circulation	33,500
Cross Lanes	4,900
Extension	33,400
Reference	12,500
St. Albans Branch	10,500
Elk Valley	6,900
Dunbar	17,800
Glasgow	4,900
	$136,900
Audio-Visual	$ 10,650
Binding	4,600
Periodicals	26,650
Postage	2,000
	$ 43,900
Total	$180,800

SALARIES - BUILDING

Position	Employee	Monthly Salary	Annual Salary
Custodian, Branch, Part-time, CL	Herbert Hundley	Hourly	$ 560
Custodian, Branch, Part-time, EV		Hourly	2,059
Custodian, Branch, Part-time, Dunbar		Hourly	2,760
Janitress, Part-time	Miriam Skiles	Hourly	3,240
Custodian, Branch, SA	Robert Fred Henson	$ 500	6,000
Custodian	Jack Goodman	507	6,084
Custodian	James George	516	6,192
Custodian	Joseph Harrison	536	6,432
Superintendent, Maintenance	Robert Henson	967	11,604
Building Superintendent	James L. Thomas	1,063	12,756
Substitutes		Hourly	2,206
			$59,893

Social Security

Contribution on earnings up to $16,500	$40,542

West Virginia Public Employee Insurance

West Virginia Public Employee Insurance	$24,150

Supplemental Personnel Costs

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers) at 15¢ per $100	$ 968
Amount based on Class K-4 employees (building staff) at 55¢ per $100	329
Amount based on Class G-11 employees (Mobilibrary drivers) at $3.88 per $100	345
	$1,642
Security Officers/Work Study Program	2,000
	$3,642

Building Supplies

Fluorescent tubes and incandescent lamps	$1,000
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	3,500
	$4,500

Furniture and Equipment

Book Trucks	$1,000
Magnetic Fiche File	125
Card Catalog - 72 drawer	1,500
Card Catalog - 30 drawer	600
Record Carrousel	232
Display Fixtures	35
Filing Cabinet	375
Kik-Stool	75
Book Bags	500
Calculator	150
Microfilm Reader	1,000
Sound Filmstrip Projector	350
Audio-Visual Equipment	100
Microfiche Reader Printer	1,350
	$7,392

Insurance

Comprehensive Insurance	$8,000

Library Programs and Continuing Education

Library Programs	$1,500
Continuing Education	1,500
	$3,000

Miscellaneous

Legal advertising	$ 375
Audit	2,500
Refunds on lost books - paid	400
Petty Cash Disbursements	1,000
Membership	600
Interview Expenses	250
	$5,125

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationary, printed forms and other supplies	$ 5,700
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	14,800
Postage	
Postal cards, stamped envelopes and stamps	6,600
	$27,100

Repairs and Maintenance

General repairs and maintenance	$9,500

Service Contracts

Office Machines	$ 4,300
Property Protection Company recharging on fire extinguishers	75
Elevators (3)	5,200
Fire Alarm System	360
Air Conditioning	750
Xerox Machine	3,480
	$14,165

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting/Greenbrier	$ 700
Director to attend American Library Association Midwinter Meeting/ Washington, D. C.	500
Director and two staff members to attend American Library Association annual Summer Meeting/Detroit	1,200
Seminars/Workshops	1,500
	$3,900

Utilities

Electricity	$36,964
Fire Service Fee, Charleston	4,036
Gas	4,100
Sewerage	1,418
Telephone	6,735
Water	2,992
	$56,245

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary, truck and station wagon	$3,000
Mobilibrary and truck - maintenance and repair	6,000
	$9,000

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 6, 1977

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 6, 1977 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mrs. Brown
Mr. Jacobson
Mr. Kuhns
Mr. Lovenstein
Mr. Ray
Mr. Springer
Dr. Wallace

Also present was Mr. Joel Stern, Services Librarian and Assistant to Director.

The Secretary reported that a quorum was present.

The minutes of the March 2, 1977 meeting were approved.

Resolution of the Life and Service to the Library of Mr. Charles A. Williamson. The Library Director read a resolution that he had prepared on the Life and Service to the Library of Mr. Charles A. Williamson. Copies of the resolution were distributed to the members present. Upon motion by Mr. Lovenstein, seconded by Mrs. Anderson, the following resolution was adopted unanimously:

Charles A. Williamson

WHEREAS, Charles A. Williamson colleague and friend known affectionately as Charlie who, after a long illness, passed away Wednesday evening, March 23, 1977, and

WHEREAS, Charles A. Williamson served Kanawha County Public Library Board of Directors with enthusiasm and devotion from June, 1953 to November, 1974, now,

THEREFORE BE IT RESOLVED, That we sadly record the passing of someone who cared about this institution and his community and who with dignity and inspiration met the challenges of both, and

BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting and that copies be forwarded to Mrs. Williamson and son, Charles A. Jr.

Correspondence. The Library Director reported that the Library was in receipt of a letter from Mr. John D. Catalano, member, Kanawha County Commission, dated March 25, 1977. Copies of the letter were mailed to members of the Library Board, were distributed to the members present and the letter was read aloud by the Library Director. It reads as follows:

"March 25, 1977

"Mr. Nicholas Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Nick:

"The Kanawha County Commission is once again happy to include the Kanawha County Public Library in its budget for $364,121. We realize that under the Statute, the Library Commission could ask for a larger sum of money. We appreciate the fact that you are most reasonable and careful in your request and expenditures. I hope we can continue the close working relationship we have developed over the past several years.

"This Commission firmly joins in the continued growth of our library system in this County. If you have any questions, please feel free to call us.

"Very truly yours,

/s/ Jack
John D. Catalano
Budget Director

JDC:jg"

Afterwards, Dr. Wallace reported that, as a representative of another agency speaking before the Kanawha County Commission on behalf of their budgetary needs for fiscal 1977/1978, it was suggested by Mr. Catalano that the agency prepare its budget in the manner of Kanawha County Public Library. Discussion followed.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of March, 1977. Included were the following:

1. "Noonshine" concerts, which "looked good on paper" was a disaster, at least from the standpoint of being too loud and too long. The event was jointly sponsored by the Jaycees and a select number of downtown merchants. It was presented to the pedestrian community from the Library's Plaza.

2. The official dedication of the Glasgow Branch Library is scheduled for April 28, 1977 at 7:30 p.m. in the community building gymnasium. A proposed schedule of events was prepared and distributed to members present. Dr. Elizabeth Cometti, Professor Emeritus, West Virginia University, will give the dedicatory address.

Approval of Bills. The Library Director submitted Book Bills List No. 238 ($21,348.48) and General Bills List No. 238 ($14,959.71) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Anderson, seconded by Mr. Lovenstein and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of

Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 237 ($145.40), duly certified and approved in accordance with the Bylaws and on motion by Mrs. Anderson, seconded by Mr. Lovenstein and duly adopted, it was ordered that the bills set out on the list be paid.

Reports of Committees.

Budget Committee. Mr. Springer, Chairman, reported that Mr. Lovenstein, Mr. Winowich, Mr. Stern and he appeared before the Kanawha County Commission on Thursday, March 17, 1977 for the purpose of presenting the Kanawha County Public Library budget for fiscal 1977/1978. Mr. Springer said he was pleased with the meeting which also generated many kind remarks. As the brief meeting concluded, Mr. Catalano said, "Please come back and see us if we can be of any help." Discussion followed.

Building and Grounds Committee.

Elk Valley Branch Library Project. Mr. Lovenstein, Chairman, reported that the Library Director and he visited the construction site Wednesday morning, April 6, 1977 with Mr. Jim Smith. He said that he was pleased with the recent progress and reported that skylights (2) installation and painting were expected to be completed within a week. The three of us, he said, were confident that the construction project would be concluded by May 9, 1977.

Mr. Lovenstein reported, also, that library furniture and equipment purchased from Rose City Press, Inc., on low bid of $8,774.90 was delivered to Rose City Press by the manufacturer and was being warehoused by Rose City Press, Inc. until Elk Valley Branch Library construction project was completed and ready to accept installation. The Library, he said, is in

receipt of Rose City Press, Inc. invoices totaling $8,774.90. Mr. Lovenstein suggested that Kanawha County Public Library pay 90% of $8,774.90 or $7,897.41 while retaining 10% or $877.49 until installation was completed and satisfactory. After discussion, upon motion of Mr. Lovenstein, seconded by Mr. Springer, it was unanimously

RESOLVED, That Kanawha County Public Library process for payment to Rose City Press the sum of $8,774.90 less 10% retainage or $877.49 for the purchase of library furniture and equipment.

Library Fountain. Mr. Lovenstein, Chairman, reported that it was necessary to remove existing ceramic tile from the sides and floor of the plaza fountain, to install new ceramic tile and to repoint granite cap pieces. The waterproof membrane, he said, appears to be in satisfactory condition. However, replacement cost was $500.00. Bids were received from Charleston Tile and Marble Works, Inc. and from Kanawha Valley Tile Company. After discussion, upon motion of Mr. Lovenstein, seconded by Dr. Wallace, it was unanimously

RESOLVED, That Charleston Tile and Marble Works, Inc. be awarded the bid of $2,583.00.

Dunbar Public Library Construction Project. In the absence of Mrs. Smith, the Library Director gave a progress report on the Dunbar Public Library Construction Project:

a) Footers were completed.

b) Heating/cooling, plumbing and electrical conduit work was nearly completed.

c) Duct work was almost finished.

d) Concrete floor slab was approximately 2/3 completed.

e) Masonry installation was expected to start soon.

Personnel Committee.

Appointment of Librarians. Mr. Snyder reported for Dr. Riggleman, Chairman, and said that the Personnel Committee met at 1:00 p.m. on April 6, 1977 for the purpose of reviewing the applications of Miss Susan Hitchens and Miss Mary Amstutz for the positions of audio-visual librarian and Extension Department Children's Librarian respectively. He stated that the Committee had reviewed their professional and personal qualifications. Following discussion, upon motion by Mr. Lovenstein, seconded by Mrs. Anderson, it was unanimously

> RESOLVED, That Miss Susan Hitchens be appointed Audio-Visual Librarian, Circulation Department, effective March 21, 1977 at an annual salary of $9,300.00.

Motion carried.

Upon motion by Mr. Lovenstein, seconded by Mrs. Anderson, it was unanimously

> RESOLVED, That Miss Mary Amstutz be appointed Children's Librarian in the Extension Department effective April 1, 1977 at an annual salary of $9,300.00.

Motion carried.

Vacation Statement. Mr. Snyder reported for Dr. Riggleman, Chairman. The committee had met earlier, April 6, 1977 to consider a proposed vacation schedule submitted previously to members of the Library Board of Directors. It reads as follows:

KANAWHA COUNTY PUBLIC LIBRARY
Vacation Statement

This vacation statement applies to all full-time permanent (12 month) librarian, clerical and custodial employees. It is based on the Library's fiscal year of July 1 through the following June 30.

Vacation Schedule

Length of Service	Vacation Accrual	Annual
0 through 2 years	1.25 (1 1/4) days vacation per month of service	15.0 days
3 through 5 years	1.5 (1 1/2) days vacation per month of service	18.0 days
6 years and over	1.75 (1 3/4) days vacation per month of service	21.0 days

Vacation time is earned at the 1 1/2 days per month rate only after two full fiscal years of service, and at the 1 3/4 days per month rate only after five full fiscal years of service. Examples: an employee hired on July 5, 1976 or January 5, 1977 or May 5, 1977 begins to earn vacation time at the higher 1 1/2 days per month rate on July 1, 1979, being two full fiscal years after date of employment.

Interpretation

In order to administer the vacation policy, the following interpretation will be used:

1. A vacation must be taken during the fiscal year of eligibility except for the carry over permissible under this policy.

2. Vacation time may be carried over (banked) from one fiscal year to the next up to a maximum of thirty (30) days.

3. Vacation may be taken in increments no less than one-half days and must be approved in advance by the department chief.

4. Vacation may be taken as it is earned, if approved by the employee's department chief. Example: an employee who has earned 1 1/4 days of vacation may take as much as one day of vacation.

5. All vacations must be approved by the employee's department chief. It is the responsibility of the department chief to maintain an adequate work force at all times. In consequence, the department chief may choose to establish a vacation selection system in order to preserve equity and to assure proper staffing of the department.

6. Records kept by the Administrative Office will be considered the valid authority for vacation time earned, number of days taken, accrued vacation remaining, etc. Yearly vacation allotments will be assigned by the Administrative Office.

7. Saturdays (or the sixth working day), Sundays and the following holidays falling within a vacation period will not be counted as vacation time:

New Year's Day	Veteran's Day (Armistice Day)
Memorial Day	Thanksgiving Day
Independence Day (July 4)	Christmas Eve Day
Labor Day	Christmas Day
General Election Day	

8. Vacation time is not earned while an employee is on a leave of absence except when attending Officers Candidate School as a member of the National Guard or any military reserve unit of the United States Armed Services for a maximum period of ninety (90) days.

9. An individual employed on or before the 15th of the month will be given credit for the entire month; one employed after the 15th will not receive credit for the month. Similarly, any employee terminating after the 15th of the month will receive credit for the month; one terminating before the 15th will not receive credit for the month.

After discussion, upon motion by Mr. Lovenstein, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the Vacation Statement as recorded above be adopted effective July 1, 1977.

Motion carried.

Library Steps and Plaza. The President spoke of the large number of persons who continue to interfere with patron traffic into and out of the library building. Discussion followed. Afterwards, upon motion by Mr. Springer, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the Budget Committee and Library Director be authorized to employ an off-duty police officer for a period of one month, Monday through Friday, from 6:00 p.m. to 9:00 p.m. at a cost not to exceed $400.00.

Motion carried.

NEW BUSINESS

Library Legislation. Mr. Snyder reported the status of the Governor's Reorganization bill which includes the West Virginia Library Commission as a part of the proposed Department of Culture and History. Reference was made to the March 29, 1977 letter of concern mailed to Kanawha's four Senators and thirteen Delegates which reads as follows:

"March 29, 1977

"The Honorable Lyle Sattes
12 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Sattes:

"For many years the West Virginia Library Commission has functioned effectively and to the advantage and benefit of the citizens of West Virginia. This is due, in large measure, to the generosity and encouragement of the Legislature of West Virginia. For example, there are new and improved library buildings with bigger and better book collections open to more people during more hours of the week.

"Some knowledgeable library trustees have raised serious questions about the reorganization proposal which is before you. It would abolish the present West Virginia Library Commission and would transfer its functions to a new department of state government and to its Commissioner of Culture and History. Perhaps such a move has advantages. On the other hand, the possibility of a change in principle disturbs us greatly. Policy, duties and responsibilities might no longer be the obligation of a lay group but rather become the focus of one person.

"We solicit your support to preserve and maintain the West Virginia Library Commission as it is presently constituted.

"In the spirit of conciliation, however, we would suggest that a study be made by an interim committee of the Legislature or by a citizens' blue ribbon panel to

recommend what steps, if any, would best serve the library needs and interests of the citizens of West Virginia.

"Sincerely yours,

/s/ Walter F. Snyder
Walter F. Snyder, President
Kanawha County Public Library

/s/ Nicholas Winowich
Nicholas Winowich, Director
Kanawha County Public Library

WFS:vb"

Long Range Planning Committee. Dr. Wallace reported for the Committee and announced that the West Virginia Library Commission by memorandum of March 29, 1977, would accept applications for special grants from public libraries. A previous special grant request of $39,735.00 was authorized by Kanawha County Public Library and submitted to West Virginia Library Commission for the Dunbar Public Library. Because of the time factor, it was not possible to hold a formal meeting of the committee. However, Dr. Wallace said, both Mrs. Smith and he were informed and that they extended approval. The special grants were prepared by the Library Director and Staff and are recorded as follows:

1.	To purchase books for the main library, branches and municipal (Clendenin and Nitro) libraries.	$21,009
2.	To purchase a microfilm collection of approximately 20 titles and a reader/printer for the Elk Valley (Big Chimney) Branch Library.	5,185
3.	To purchase audio-visual equipment for branch and municipal (Clendenin and Nitro) libraries	12,447
4.	To lease on an experimental basis of six months, a magnetic card typewriter system which will be used in the production of error free catalog cards, employment of part-time personnel and purchase of materials.	6,093

There was discussion. Afterwards, upon motion of Dr. Wallace, seconded by Mr. Kuhns, it was unanimously

> RESOLVED, That the Special Grant applications be approved, that they be signed by the President and Library Director and forwarded to West Virginia Library Commission.

Motion carried.

There being no further business the meeting on motion adjourned.

Walter F. Snyder
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 4, 1977

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 4, 1977 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mrs. Brown
Dr. Harper
Mr. Jacobson
Mr. Kuhns
Mr. Ray
Mrs. Smith
Mrs. Tompkins
Dr. Wallace

Also present was Mr. Joel Stern, Services Librarian and Assistant to Director.

Mr. Snyder, President, presided. Mr. Winowich, Library Director, was absent.

Tribute to L. K. Lovenstein. A moment of silence was observed in memory of Mr. L. K. Lovenstein, member. Afterwards, a memorial resolution was read by the President.

Resolution on the Life and Service to the Library of Mr. L. K. Lovenstein. Upon motion by Mr. Kuhns, seconded by Dr. Harper, the following resolution was adopted unanimously:

L. K. Lovenstein

WHEREAS, It is with deep sorrow and profound regret that we record the passing of L. K. Lovenstein, known familiarly to colleagues and friends as "L.K.", who died on April 20, 1977; and

WHEREAS, L. K. Lovenstein had faithfully served Kanawha County Public Library as a member of its Board of Directors from September 1956 until his death; and

WHEREAS, L. K. Lovenstein had rendered distinguished service to the Library as President of its Board of Directors from July 1974 to June 30, 1976; and

WHEREAS, L. K. Lovenstein did labor diligently, productively and enthusiastically on behalf of Library purposes, most notably in the library's branch expansion projects; and

WHEREAS, the wise counsel and practical judgment of L. K. Lovenstein will be sorely missed by his colleagues on this Board; and

WHEREAS, In this, the first meeting since the death of our friend and fellow member, the Library Board of Directors wishes to give expression of its sense of loss,

IT IS HEREBY RESOLVED that this resolution of tribute and remembrance be spread upon the minutes of this meeting, and that a copy be transmitted to the family of Mr. Lovenstein, to whom we extend sincere and heartfelt sympathy.

In the absence of the Library Director, Miss Ammar served as Secretary.

The Acting Secretary reported that a quorum was present.

Mr. Michael Slater's Visit. The President introduced Mr. Michael Slater, Director, Data Processing Department, Kanawha County Schools. The purpose of Mr. Slater's visit was to give a brief summary of the mechanics of the computer system as related to the handling of the financial procedures of the Library. Copies of "Proposal for Procedures Modification of Public Vendor Payment System," as prepared by Mr. Slater, were distributed to

members present. A copy will be filed with the minutes of this meeting. Mr. Slater reviewed the present method of procedures and explained the proposed procedures of handling the library's financial accounts. Discussion followed. Afterwards, the President extended the Library Board's appreciation to Mr. Slater for his presentation. Mr. Slater was then excused from the meeting.

Correspondence. The President reported that the Library Director was in receipt of a letter from the West Virginia Library Commission dated April 22, 1977. A copy of the letter had been mailed previously to each Library Board member. There was discussion.

The President reported that the Library Director was in receipt of an April 29, 1977 letter from Mr. G. L. Ellis, President, Clendenin Public Library which included copy of a letter addressed to Mr. Bowman, Chairman, Community Service Committee. There was discussion. Afterwards, upon motion of Mrs. Smith, seconded by Dr. Wallace, it was unanimously

> RESOLVED, That the Library Director be and is hereby authorized to inform Mr. Ellis that his letter of April 30, 1977 will be referred to the Community Service Committee which is expected to make its recommendation to the Library Board at its meeting scheduled to be held on June 8, 1977.

Motion carried.

The minutes of the April 6, 1977 meeting were approved.

Library Director's Monthly Report. The Library Director's oral report for the month of April was not given. However, it would be prepared and mailed.

Approval of Bills. The Library Director submitted Book Bills List No. 239 ($13,124.61) and General Bills List No. 239 ($6,258.84) duly certified and

approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Jacobson and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 238 ($416.58), duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Kuhns and duly adopted, it was ordered that the bills set out on the list be paid.

Reports of Committees.

Library Steps and Plaza. Dr. Wallace reported that a special meeting was held on Tuesday, April 26, 1977 at 9:30 a.m. in the Library Board Room. The purpose of the meeting was to consider methods to reduce the overwhelming numbers of persons who continue to interfere with patron traffic into and out of the library building and plaza. The following persons attended:

Dr. Wallace	Mr. Bosley
Mr. Springer	Mr. Conques
Mr. Stern	Mr. Easley
	Mrs. Glasser
	Mr. Harpold

The group suggested the following:

1. Removal of all benches.
2. Improve Logia lighting to make area brighter.
3. Prepare guidelines for plaza activities.
4. Meet with legal representatives from the City of Charleston.
5. Consider installation of a public address system.

Mr. Stern reported that E. L. Harris and Son, Contractors, were authorized to remove the benches which would be placed in storage in a room near the Extension Department. He reported, also, that a police officer would be on duty each Monday through Friday from 10:00 a.m. through 9:00 p.m., and from 10:00 a.m. to 5:30 p.m. each Saturday. There was discussion.

Budget Committee.

Police Officer Expenditure. The President reported that the Library Director requested authorization to expend an additional sum not to exceed $750.00 for the purpose of employing an off-duty police officer for May-June, 1977. After discussion, upon motion by Dr. Wallace, seconded by Mr. Kuhns, it was unanimously

> RESOLVED, That the Library Director be authorized to extend the employment of an off-duty police officer for a period of two months, May-June, 1977, Monday through Friday, from 6:00 p.m. - 9:00 p.m. at a cost not to exceed $750.00.

Purchase Agreement - Fourteenth Payment. In the absence of Mr. Springer, the President reported that the fourteenth of twenty payments of $30,729.99 (of which $7,045.99 is interest and $23,684.00 is for principal) is due and payable on June 1, 1977, to General Services Administration, Region III. Following discussion, it was moved by Mr. Kuhns, seconded by Mr. Ray that the said payment be made. Motion carried.

Building and Grounds Committee.

Dunbar Public Library. Mrs. Smith gave a progress report on the Dunbar Public Library Construction Project. She was pleased with the progress and quality of work done. November 1, 1977, Mrs. Smith said was the tentative scheduled opening date.

Elk Valley Branch Library. The President reported that the Library Director and he visited the construction site on Tuesday, May 3, 1977 and was especially impressed. Mr. Snyder mentioned that a special preview of facilities would be held on Thursday morning, May 12, 1977 at 10:00 a.m. for members of Kanawha County Commission. Representing Kanawha County Public

Library, he said, were Mr. Kuhns, Mr. Ray and the Library Director. Mr. Jim Smith, President, Elk Valley Library Board will be present.

Personnel Committee.

Vacation Statement. Mr. Springer, who was not present, prepared a written statement concerning the new vacation policy adopted by the Library Board at its meeting held on April 4, 1977. The statement was read by the President as a part of the minutes of this meeting. Mr. Springer suggested that the motion which adopted the new vacation policy statement be revived and changed. Its purpose, he said, was to correct a misunderstanding and clarify the intent. Discussion followed.

Afterwards, upon motion by Mr. Jacobson, seconded by Dr. Wallace, it was unanimously

> RESOLVED, That the new vacation policy indeed becomes effective July 1, 1977; and,
>
> RESOLVED FURTHER, That the new vacation policy shall be for all employees with assurances that no librarian or other staff member would lose any vacation days.

Motion carried.

Personnel Transfer. In the absence of the Library Director, Mr. Stern reported the transfer, by the Library Director, of Mrs. Shirley Smith from Chief, Processing Department to Chief, Circulation Department; and Miss Ruth Figgatt from Chief, Circulation Department to Chief, Processing Department effective July 1, 1977. The Report of the Special Committee For the Study of the Survey, December 11, 1973, Mrs. Helen Smith, Chairman, was cited and reviewed. After discussion, upon motion of Mrs. Brown, seconded by Dr. Wallace, it was moved that the personnel transfer as recommended by the Library Director be approved. Motion carried.

NEW BUSINESS

Library Board Memberships. The President appointed a Library Board Membership Committee consisting of Mrs. Anderson, Chairman, Mr. Kuhns and Mrs. Myerly to consider and recommend nominations for the Library Board of Directors to fill the unexpired vacancy of Mr. L. K. Lovenstein whose term expires June 30, 1979.

Building and Grounds Committee's Chairman. The President appointed Mr. John L. Ray, Chairman, Building and Grounds Committee, to replace Mr. L. K. Lovenstein.

June, 1977 Meeting Date. The June, 1977 Library Board Meeting date has been changed from June 1 to June 8, 1977. The time of 2:00 p.m. remains the same.

There being no further business the meeting on motion adjourned.

Walter F. Dunmyer
President

Lorena Gumm
Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 8, 1977

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 8, 1977 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mrs. Brown
Mr. Kuhns
Mr. Ray
Mr. Springer

Also present was Mr. Joel Stern, Services Librarian and Assistant to Director.

Mr. Snyder, President, presided. The Secretary reported that a quorum was present.

The minutes of the May 4, 1977 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of a letter from Mrs. Mary Louise Williamson. The letter reads as follows:

"Dear Friends,

"I am deeply grateful for your beautiful resolution honoring Charley. His love for books, and his desire that everyone should have the opportunity to share that love of reading, made his work on the Library Board a pleasant and rewarding experience. He was proud of the Library, and I am happy, that is some small way, he was able to contribute to its growth and usefulness.

"Our son, Charles, joins me in thanking you for your kindness and sympathy.

"Most sincerely,

/s/ Mary Louise Williamson
Mary Louise Williamson

"June 2, 1977"

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of May, 1977. Included was the following:

> Miss Marilyn Long, Chief, Extension Librarian, Mrs. Margaret Hosimer, Librarian, Glasgow Branch, Mrs. Pauline Tompkins and the Library Director are scheduled to meet, reasonably soon, for the purpose of evaluating the Glasgow Branch Library operation to date. There are some strengths and there are some weaknesses. We need to develop and promote the former while we eliminate or reduce the latter.

Approval of Bills. The Library Director submitted Book Bills List No. 240 ($62,815.66) and General Bills List No. 240 ($17,503.04) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Kuhns and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 239 ($416.58), duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mrs. Anderson and duly adopted, it was ordered that the bills set out on the list be paid.

Reports of Committees. Mr. Springer, Chairman, reported that $173,487.59 and other non-appropriated receipts were received by the Kanawha County Public

Library in the 1976/1977 fiscal year. Copies of the "Amendments to Budget 1976/1977" were made available to the members present. The receipts and their expenditures are recorded as follows:

Receipts			
Grant-In-Aid			
Basic Grant	$148,182.00		
Special Grant-Equipment	1,185.00		
Special Grant-Glasgow Library	5,600.00		
Special Grant-KCPL (Stipend)	75.00	$155,042.00	
St. Albans Branch Library		1,828.76	
Rose City Press, Inc.-refund for payment on furniture		8,051.58	
Bank of West Virginia-interest earned on investment		1,300.00	
National Bank of Commerce-interest earned on investment		1,356.30	
City National Bank-interest earned on investment		1,121.91	
Glasgow Revenue Sharing Fund		1,270.00	
Appalachian Power Company-refund for KCPL		2,515.49	
Appalachian Power Company-refund for St. Albans		538.71	
Carl Robinson and Associates		23.24	
Columbia Gas Company-refund for KCPL		329.63	
Columbia Gas Company-refund for St. Albans		109.97	
TOTAL RECEIPTS			$173,487.59
Expenditures			
Account #1000 - Non-Professional Salaries		$ 23.24	
Account #1001 - Non-Professional Salaries		- 5,821.46	
Account #1101 - Professional Salaries		1,582.36	
Account #1201 - Substitute Salaries		334.70	
Account #1005 - Non-Professional Salaries - Sunday Service - St. Albans		1,456.79	
Account #1105 - Professional Salaries - Sunday Service - St. Albans		43.56	
Account #2001 - Audio Visual		2,968.43	
Account #2201 - Books		76,511.46	
Account #2301 - Periodicals		22,083.17	
Account #3011 - Building Salaries - Sunday Service - KCPL		661.56	
Account #3005 - Building Salaries - Sunday Service - St. Albans		227.34	
Account #3051 - Building Supplies		1,121.06	
Account #3150 - Furniture and Equipment		9,716.32	
Account #3151 - Furniture and Equipment		15,159.58	
Account #3251 - Insurance		8,600.00	
Account #3301 - Membership		490.00	
Account #3321 - Miscellaneous		1,108.20	
Account #3351 - Office and Library Supplies		3,400.00	

Account #3451 - Repairs and Maintenance	6,500.00	
Account #3501 - Service Contracts	4,589.23	
Account #3550 - Social Security	3,452.03	
Account #3601 - Travel	1,607.57	
Account #3650 - Utilities	4,493.50	
Account #3750 - Workmen's Compensation	720.00	
Account #5800 - Dunbar Public Library	8,680.74	
TOTAL EXPENDITURES		$169,709.38
Balance		$ 3,778.21

National Bank of Commerce	$1,356.30
City National Bank	1,121.91
Bank of West Virginia	1,300.00

After discussion and upon motion by Mr. Springer and seconded by Mrs. Anderson it was moved that the Library's budget for the 1976/1977 fiscal year be amended to show non-appropriated receipts and their expenditures as listed above. Motion carried.

Unexpended Balance. Mr. Springer reported that there was an unexpended balance of approximately $22,341 in the 1976/1977 budget. Mr. Springer suggested that the unexpended balance be used to purchase the following:

Books	$12,000
Catalog Card Unit, 72 drawer	2,000
Gravely Power Broom with attachment	550
Typewriters (3)	1,950
	$16,500

He also recommended that the balance of $5,841 be reserved to purchase a compact auto in 1977/1978 for the use of a messenger to retrieve overdue books. After discussion, upon motion by Mr. Springer, seconded by Mr. Kuhns, it was moved that the items listed above be purchased. Motion carried.

Outstanding Checks. Mr. Springer reported that the firm of Arnett and Foster, Certified Public Accountants reported that certain outstanding checks, issued in previous years, should be cancelled with the proviso that they may be reissued should valid claims arise. The checks to be cancelled are as follows:

Date	Payee	Check No.	Amount
9-24-74	Joel Stern	410636	$ 116.27
1-21-75	Arctic Institute of North America	411109	6.00
4-22-75	Douglas McQueen	411514	2.95
5-13-75	Karen Theiling	411655	7.50
6-10-75	Thomas Office Supply	411793	4,900.00
6-24-75	Three M. Company	411829	7,000.00
7-22-75	Charles M. Phillips	411914	0.75
7-22-75	Patricia Banks Thaw	411930	5.50
11-11-75	Nelle Chilton	412338	10.95
12-9-75	Omega Comm. Assoc.	412483	156.60
12-9-75	Virginia Wilson	412502	0.95
2-17-76	Sheralyn Bryant Slack	412777	3.53
3-9-76	Nikola Lawman	412829	5.95
1-9-76	Tyshaun M. James	312152	38.13
1-9-76	Tyshaun M. James	312171	6.59
			$12,261.67

After discussion, it was moved by Mr. Springer, seconded by Mr. Kuhns that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above which appeared in the audit, with the proviso that a check may be reissued should a valid claim arise. Motion carried.

Audit Report, July 1, 1975 - June 30, 1976. Mr. Springer presented the "Kanawha County Public Library Financial Report, June 30, 1976" prepared and submitted by Arnett and Foster, Certified Public Accountants. The firm's cover letter was reviewed. Following discussion, the audit report was ordered to be received and filed.

Special Project Grants. Mr. Springer reported that the Library had submitted a Special Project Request for $44,734 to be applied to the following projects:

Audio Visual Equipment	$12,447.00
Catalog Card Production	6,092.95
Microfilm Collection	5,185.00
Books	21,008.75
	$44,733.70

He stated that the Library Director was in receipt of a letter dated June 1, 1977 from the West Virginia Library Commission informing him that a Special Project Grant had been approved totaling $30,540 for the following:

Audio Visual Equipment	$12,447.00
Microfilm Collection and books	12,000.00
Catalog Card Production	6,093.00
	$30,540.00

Mr. Springer recommended that the Library Director ask permission to reallocate $13,118 of the above amount to be spent for books for the Dunbar Public Library. The document as amended reads as follows:

From:	Magnetic Card Typewriter System	$6,093	
To:	Books		$ 6,093
From:	A-V equipment and materials	12,447	
To:	A-V equipment and materials	5,422	
	Books		7,025
	Total Books		$13,118

After discussion, upon motion of Mr. Springer, seconded by Mrs. Brown, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to sign the Special Grant Request as amended and to be forwarded to the West Virginia Library Commission.

Motion carried.

Investment. Mr. Springer reported that Kanawha County Public Library invested $100,000 on March 9, 1977 in Certificate of Deposit for 90 days. The investment was scheduled, he said, to earn $1,300.00 in interest at maturity date (June 9, 1977). Mr. Springer recommended that $30,000 be reinvested in Certificate of Deposit for another 90-day period beginning June 9, 1977 and that the remaining $70,000 be used for library operating expenses. After discussion, upon motion by Mr. Springer, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Library Board reinvest $30,000 in Certificate of Deposit for a ninety day period.

Motion carried.

Building and Grounds Committee.

Dunbar Public Library. Mr. Ray gave a progress report on the Dunbar Public Library Construction Project. He stated that the Library Director and he had visited the construction site on Tuesday, June 7, 1977. Photographs of the project were viewed by members present. Mr. Ray was pleased with the project and said that the structure was unique, handsome and functional.

Elk Valley Library. Mr. Ray reported, also, that the Library Director and he had visited the Elk Valley Library construction site on the same day. He gave a progress report and stated that Mr. Jim Smith was present. Photographs of the Elk Valley Library construction project were viewed by members present. Mr. Ray said that he was pleased with the project.

Local Public Works Funding. The Library Director reported that the Library was in receipt of a letter dated June 1, 1977 from Michael R. Wenger, Director of the Office of Federal-State Relations of West Virginia. The letter reads as follows:

"Dear Nick:

"Thank you for your letter regarding Local Public Works funding for the Kanawha County Public Library.

"The state's allocation or planning target for LPW funding of state projects is 8 percent or $2.4 million of the $30 million allocated to the entire state. These funds can only be used in areas which are declared eligible, i.e., have an unemployment rate of 6.5 percent or more. Kanawha County is an ineligible area because of the 5.5 percent unemployment rate. However, cities, like Charleston, with populations of 50,000 or more will receive a pocket-of-poverty set-aside. These funds can be used in areas of the city which would otherwise be ineligible to receive funding.

"Based upon the sub-state allocations to be released by the Economic Development Administration on Friday, June 3, each city and county will be aware of the amount of funds available to them under LPW II. Therefore, I suggest that you contact the City of Charleston regarding their pocket-of-poverty set-aside for possible funding of your proposed project.

"If you have any questions, or if I may be of further assistance, do not hesitate to contact me.

"Sincerely,

/s/ Mike
Michael R. Wenger, Director
Office of Federal-State Relations"

There was some discussion. No action was taken.

Community Services Committee.

Clendenin Public Library. In the absence of the Chairman who was unable to attend, the President announced that the committee report would be made at the July meeting of the Library Board.

UNFINISHED BUSINESS

Library Board Membership Committee. Mrs. Anderson, Chairman, reported the Committee had considered recommendations for the Library Board of Directors to fill the unexpired vacancy created by the death of Mr. L. K. Lovenstein whose term expires June 30, 1979. Mrs. Anderson presented the name of Mr. James C. Smith to fill the vacancy on the Board of Directors. After discussion and upon motion by Mrs. Anderson, seconded by Mr. Kuhns, the following resolution was adopted:

RESOLVED, That Mr. James C. Smith be nominated to fill the unexpired term of Mr. L. K. Lovenstein which ends June 30, 1979; and

RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

Motion carried.

NEW BUSINESS

Library Board Membership. It was moved by Mrs. Anderson, seconded by Mr. Kuhns that the following be nominated to be members of the Board of Directors of Kanawha County Public Library, to-wit: (i) Mrs. Hester Brown, for a term of six (6) years beginning July 1, 1977, (ii) Dr. Leonard Riggleman, for a term of six (6) years beginning July 1, 1977, (iii) Mr. Walter F. Snyder, for a term of six (6) years beginning July 1, 1977. The motion carried. The Library Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

American Library Association Annual Conference. The President reported that the Annual Conference of the American Library Association would be held in Detroit, Michigan, June 16-23, 1977. Upon motion by Mrs. Anderson, and seconded by Mr. Kuhns, it was unanimously

> RESOLVED, That the expenses for the Library Director and two staff members not to exceed $1,200.00 be paid for attendance at the American Library Association's Annual Conference June 16-23, 1977.

Motion carried.

Meeting with the West Virginia Library Commission in Beckley. Mr. Snyder reported that Mrs. Helen Smith, Miss Marilyn Long, Mr. Joel Stern, Mr. Nicholas Winowich and he attended a West Virginia Library Commission meeting held on June 3, 1977 in Beckley, West Virginia. Topics discussed included the following:

a) Appointment of an advisory council of practicing trustees to the West Virginia Library Commission.

b) Consultation with County, Regional and Service Center libraries before any libraries are established.

c) Long Range plans of Kanawha County Public Library

d) Services and programs of the West Virginia Library Commission.

There was discussion, also, on the Clendenin Public Library.

Change of Job Title. The President reported that the Library Director had requested that Mr. Joel Stern's job title of Services Librarian/ Assistant to Director be changed to Assistant Library Director. Upon motion of Mr. Springer, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the job title of Services Librarian/ Assistant to Director be changed to Assistant Library Director.

RESOLVED FURTHER, That the change become effective July 1, 1977.

Motion carried.

Change of Annual Meeting Date. It was suggested that the date of the Annual Meeting be changed from July 1, 1977 to July 6, 1977 because of the July 4th holiday. Upon motion of Mr. Springer, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the date of the annual meeting be changed from Friday, July 1, 1977 to Wednesday, July 6, 1977, at 2:00 p.m.

Motion carried.

Nominating Committee - Election of Officers. The President appointed a Nominating Committee consisting of Mr. Jacobson, Chairman, Mr. Fisher and Mrs. Myerly to consider and recommend nominations for the election of officers for 1977/1978.

There being no further business, the meeting on motion adjourned.

Walter J. Thompson
President

Nicholas Winowich
Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

JULY 6, 1977

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Wednesday, July 6, 1977 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mr. Bowman
Mr. Fisher
Dr. Harper
Mrs. Myerly
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mr. Smith
Mr. Springer
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director.

The President stated that the special meeting had been called for the purpose of considering long range planning for the Library.

The President welcomed Mr. James C. Smith who was appointed to the Library Board to fill the unexpired term of Mr. L. K. Lovenstein which ends June 30, 1979.

Mr. Snyder, President, presided. The Library Director served as Secretary.

The Secretary reported that a notice of Special Meeting had been mailed in accordance with the Bylaws and that a quorum was present.

The minutes of the June 8, 1977 meeting were approved.

Correspondence. The Secretary reported that the Library was in receipt of a letter from Kanawha County Schools, which reads as follows:

"June 17, 1977

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"At a regular meeting of the Kanawha County Board of Education on Thursday, June 16, 1977, your request to appoint Mr. James C. Smith of Big Chimney, West Virginia, to fill the unexpired term of L. K. Lovenstein as a member of the Kanawha County Public Library Board was approved unanimously. It is understood that Mr. Smith's term will end June 30, 1979.

"Also approved by the Board were the following persons to serve six-year terms on the Library Board beginning July 1, 1977:

Mrs. Benjamin Brown
Dr. Leonard Riggleman
Mr. Walter Snyder

"During the meeting the members of the Board expressed a desire to share in the selection of nominees to fill vacancies on the Kanawha County Public Library Board. Should you have questions regarding this request please do not hesitate to contact me in order that we may fully discuss the procedures to be followed.

"Sincerely yours,

/s/ John F. Santrock
John F. Santrock
Superintendent of Schools

"JFS/bje
"cc: Board of Education Members"

There was discussion on the Board of Education's "desire to share in the selection of nominees to fill vacancies on the Kanawha County Public Library Board." Afterwards, upon motion of Mr. Bowman, seconded by Mr. Springer, it was unanimously

RESOLVED, That the President be and is hereby authorized to discuss the matter with Mr. Santrock, Superintendent of Schools, and to make a report of the meeting to the Library Board at their next meeting scheduled to be held on Wednesday, August 3, 1977.

Motion carried.

The Library Director also reported that the Library was in receipt of a letter dated June 8, 1977 from Donald E. Lawrence, Secretary of West Virginia Agency, Insurance. It reads as follows:

"June 8, 1977

"Mr. Nicholas Winowich
Kanawha County Public Library
Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"This letter is being written to confirm our discussion which occurred in your office. At that meeting, I asked you to be considered in the bid letting of the insurance on the Library Commission.

"As I explained to you, I am affiliated with an old established agency and have been in the insurance industry for 15 years. So I feel we are qualified to ask for an opportunity to submit a bid.

"I would appreciate your submitting our name to the Board of Directors requesting permission to review the coverage and submit a quotation at renewal date.

"Sincerely,

West Virginia Agency Company

/s/ Donald E. Lawrence
Donald E. Lawrence
Secretary

"DEL/mb"

Following discussion and upon motion by Dr. Wallace, seconded by Mr. Fisher, it was unanimously

RESOLVED, That the letter from the West Virginia Agency Company, Insurance requesting permission to review the insurance coverage and submit a quotation at renewal date be referred to the Insurance Committee (Mr. Kleeman, Chairman; Mrs. Anderson, Dr. Harper, Mr. Jacobson, Mr. Ray).

Motion carried.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of June, 1977. Included

were the following:

1. Mrs. Helen Miller, Mrs. Shirley Smith and the Library Director attended the annual conference of the ALA held in Detroit, Michigan, June 16-23, 1977. A very disappointing 9,700 persons were registered. Attendance usually totals approximately 12,000 - 13,000 librarians, trustees, exhibitors and friends.

2. Installation of new fountain tile was completed easily and quickly. Unfortunately, the caulking may not have taken hold, in some places, because a leak was discovered on the floor in the elevator machinery room.

3. Library shelving, furniture and equipment installation at the Elk Valley Library (Big Chimney) has been completed. Books, newspapers, magazines, phonograph records and filmstrips are being shelved for use of library patrons. A special open house and preview is scheduled for Tuesday evening, July 12, 1977 from 7:00 to 9:00 p.m.

4. The staff and I are satisfied that the "Steps and Plaza Problem" are a thing of the past. Patrons have commented favorably on the situation and indicated an intent to return to the Library more frequently. Police officers have been on duty daily during regular library hours. Their fairness, firmness and good common sense contributes immeasureably to successful accessibility.

Library Director's Annual Report. The Library Director presented the Annual Report. Copies of "Mini Annual Report, 1976/1977; Some Reflections" were distributed to the members present. Highlights of the year were emphasized. Questions and comments followed. Afterwards, the Library Director stated that the full and complete report would be published and mailed to Library Board members.

Approval of Bills. The Library Director submitted Book Bills List No. 241 ($8,645.07) and General Bills List No. 241 ($9,618.50) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Myerly, seconded by Mr. Springer, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 240, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Myerly, seconded by Mr. Springer, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Community Service Committee.

Clendenin Public Library. Mr. Bowman, Chairman, reported that the Services Committee met on Wednesday afternoon, July 6, 1977 at 1:00 p.m. in the Board Room to consider, again, the Clendenin Public Library. Members in attendance were:

Mr. Bowman, Chairman	Mrs. Smith
Mr. Fisher	Mr. Springer
Dr. Harper	Dr. Wallace
Mrs. Myerly	Mr. Snyder
Mr. Ray	

He said that the Services Committee unanimously recommended that the President be authorized to respond to Mr. Gary Ellis, President, Clendenin Public Library. After discussion, it was moved by Mr. Bowman, seconded by Mr. Ray that the following letter be sent to Mr. Gary Ellis.

"July 8, 1977

"Mr. Gary Ellis
Farmers & Citizens State Bank
Clendenin, West Virginia 25045

"Dear Mr. Ellis:

"Our Community Service Committee met on Wednesday afternoon, July 6, 1977 at 1:00 p.m. and their report with recommendations was presented to the Library Board of Directors at its regularly scheduled meeting held on July 6, 1977 at 2:00 p.m.

"The Library Board of Directors reaffirms its letter of commitment addressed to you and dated February 9, 1977.

"Kanawha County Public Library's position on the per capita question for Clendenin Public Library remains unchanged:

The total value of this in-kind (Grant-In-Aid) support will be the same per capita support given to the municipal libraries of Dunbar and Nitro based on the 1970 census population; (that is,) based on the 1970 census population of the town of Clendenin.

"Without exception, allocations of Grant-In-Aid funds to independent libraries within Kanawha County have been based exclusively on the population of the sponsoring municipality. There never has been any question or reservation about this equitable precedent.

"Kanawha County Public Library will be pleased to help the Clendenin Public Library stretch its $10,000 Special Book Grant from the West Virginia Library Commission to the maximum extent possible. Specifically, your librarian will become a part of our book selection process, chosing titles that meet the reading needs and tastes of your community. The books will be delivered by Kanawha to Clendenin in shelf-ready condition completely cataloged and processed. The only charge will be for the cost of book (list price less substantial discount). There will be no charge for ordering, cataloging, and processing of library books.

"All books purchased with Special Grant funds will bear Kanawha's mark of ownership and contain its book pockets and book cards. Clendenin will have the unrestricted use of these books excepting only that no such books may be discarded with out our prior consent and, further, that all such books shall revert to Kanawha in the event that Clendenin reduces its regularly scheduled public hours of operation to less than twenty (20) hours weekly for a period of three months.

"To reduce paperwork, both for you and for ourselves, we suggest that you deposit the entire Special Grant amount with Kanawha authorizing it to make payments for books, newspapers, and magazines which have been purchased for Clendenin's use and benefit. We will give you a detailed report of these disbursements.

"Upon your formal acceptance of Kanawha's proposal for handling Clendenin's Special Grant, Mr. Winowich will set the acquisitions program in motion as soon as possible.

"Branch library status for the Clendenin Public Library must be delayed indefinitely or until such time when library needs in other parts of Kanawha County have been assessed fully and completely. Mr. Bowman's letter of June 29, 1977, which was addressed to you, makes definitive explanations. Nevertheless, your proposal has been referred to our Long Range Planning Committee, Mrs. Helen Smith, Chairman.

"Mr. Winowich and I intend to meet with you for the purpose of defining the above so that we may achieve a mutual understanding on all aspects

of our relationship. I will be available sometime after July 18, 1977. Perhaps we could meet in your office or at the Clendenin Public Library.

"Sincerely yours,

/s/ Walter F. Snyder
Walter F. Snyder
President
Kanawha County Library Board

"WFS:bh"

Elk Valley Branch Library. Mr. Bowman, Chairman, reported that the Services Committee, at the same meeting of July 6, 1977, considered and approved for recommendation a Memorandum of Understanding for Elk Valley (Big Chimney) Branch Library. The agreement, he said, was prepared by Mr. Ray and the Library Director and reflects agreements held with Cross Lanes, Dunbar, Glasgow and St. Albans. Copies of the document were distributed to members present and reads as follows:

AGREEMENT

THIS AGREEMENT, Made this 6th day of July, 1977, by and between Kanawha County Public Library, hereinafter called "Kanawha," and Elk Valley Library Association, Inc., hereinafter called "Elk Valley";

WHEREAS, Elk Valley will cause a building to be erected on certain real estate at Big Chimney, West Virginia, and will install equipment, furniture and fixtures therein essential to operate a public library and convey the entire property to Kanawha;

WHEREAS, upon receipt of said real estate, equipment, furniture and fixtures from Elk Valley, Kanawha will operate the same as herein provided.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH:

That for and in consideration of the premises above stated, Kanawha and Elk Valley mutually convenant and agree as follows:

1. Elk Valley will, at its cost, complete the construction of the proposed library building at Big Chimney, West Virginia and install the equipment, furniture and fixtures required for operating a branch library.

2. Upon completion of construction and the installation of furniture and equipment, Elk Valley will transfer and/or cause to be

transferred to Kanawha the title to the land, building, equipment and other property in said building.

3. Upon the transfer of said properties, Kanawha will operate a branch library in Big Chimney, which will provide library service for Big Chimney and the surrounding area known as Elk Valley.

4. Kanawha will have the full official authority and responsibility for the operation of the branch library. However, Elk Valley shall be afforded the opportunity to make recommendations to Kanawha on all aspects of its operations.

5. Elk Valley will contribute and/or cause to be contributed to Kanawha for assistance in operating the branch library at Big Chimney the sum of $3,500 per year for the ten years after Kanawha assumes the management and control thereof.

6. Kanawha will use its best efforts to furnish library service at Big Chimney which Kanawha may reasonably be expected to provide for Big Chimney and the Elk Valley area.

7. Any capital expenditures needed for additions or remodeling to the building at Big Chimney will be made by Elk Valley.

8. The present Kanawha Board will by action in its minutes: a) record the fact that the money for this building was raised in part by the people in Elk Valley and b) commend the thought to future Kanawha Boards that these assets should be preserved for use by Elk Valley should unforseen events, however remote, dictate the discontinuance of a branch library operation in Big Chimney.

IN WITNESS WHEREOF, the parties hereto have caused their corporate names to be signed by their respective officers thereunto duly authorized, all as of the day and year first above written. Executed in duplicate.

Kanawha County Public Library

By_____
Its President

Elk Valley Library Association, Inc.

By_____
Its President

Following discussion, upon motion of Mr. Ray, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the Elk Valley Branch Library Agreement be approved by Kanawha County Public Library and that the President be and is hereby authorized to sign said agreement.

Motion carried.

Building and Grounds Committee.

Elk Valley Branch Library. Construction Project: Mr. Ray, Chairman, reported that library shelving, furniture, equipment and materials seemed to be in place for the open house, preview on Tuesday evening, July 12, 1977 and official opening on Wednesday, July 13, 1977. The handsome and functional building is a significant service addition to Kanawha County citizens in general and Elk Valley persons in particular. There was discussion afterwards.

NEW BUSINESS

Election of Officers. In the absence of Mr. Jacobson, Chairman, Nominating Committee, Mrs. Myerly, Member, reported that the Committee nominates the following persons for the offices indicated for the year beginning July 1, 1977:

President	Walter F. Snyder
First Vice President	Donald F. Springer
Second Vice President	William J. L. Wallace
Secretary	Nicholas Winowich
Treasurer	Nicholas Winowich

Mr. Ray moved, Mr. Bowman seconded that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot for the candidates named.

Public Service Commission of West Virginia, Case Number 8483. Mr. Ray and the Library Director reported that the Public Service Commission of West Virginia, decided on May 24, 1977 in case number 8483 that Jackson County Public Library shall, because of its educational function, receive "Tariff S. S. (School Service) electric service rate. The savings to the libraries in Ripley and Ravenswood are estimated to be 40%. Communications with the Public Service Commission of West Virginia and Appalachian Power Company have been made by us. Kanawha

County Public Library seeks to obtain a similar "Tariff S. S. (School Service) electric service rate for the main library and facilities in Cross Lanes, Dunbar, Elk Valley (Big Chimney), St. Albans and all such other branch libraries as may be constructed, operated and maintained by Kanawha County Public Library.

Fiscal Affairs Computer Related. Mr. Stern, Assistant Director, reported that the Library's fiscal affairs will be on computer operated by Kanawha County Board of Education. He said that Miss Lorena Ammar, Miss Mae Thomas and he held several meetings with Mr. Michael Slater, Data Processing Department, Kanawha County Schools to prepare computer procedures. The change becomes effective July 1, 1977.

Audit for fiscal year 1976/1977. The President reviewed the State Tax Commissioner's directives concerning the appointment of private auditors by the State Tax Commissioner to conduct post-audits of all non-tax levying funds. The Library Director submitted the names of four certified public accounting firms and four registered public accounting firms. They are listed in alphabetical order as follows:

Certified Public Accounting Firms

Arnett and Foster
Ernst and Ernst
Howell and Paterno
Hurdman and Cranston

Registered Public Accountants

Edward L. Bibbee
Clendenin and Clendenin
Rice and Rice, Inc.
Rollins, Cleavenger and Rollins

Following discussion, it was moved by Mr. Springer, seconded by Mr. Bowman, that the names as submitted be approved and that the Library Director be authorized to forward the information to the State Tax Commissioner regarding post-auditing which is for the period ending June 30, 1977.

Puppets of America Workshop. The President reported that a seminar for

children's librarians would be held in San Luis Obespo, California, on August 14-17, 1977. He recommended that Luann Toth, Children's librarian, be granted permission to attend. Following discussion, upon motion by Mr. Springer, seconded by Mr. Bowman, it was unanimously

RESOLVED, That an allowance not to exceed $350.00 be paid for Miss Toth's attendance at the seminar for children's librarians to be held on August 14-17, 1977.

Motion carried.

Special Project Grants. Mr. Springer, Chairman of the Budget Committee, reported that the Library Director was in receipt of a letter dated July 5, 1977, from the West Virginia Library Commission informing him that an additional Special Project Grant had been approved totaling $5,000 for the purchase of books. After discussion, upon motion by Mr. Springer, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the President be and is hereby authorized to sign the Special Grant Request to be forwarded to the West Virginia Library Commission.

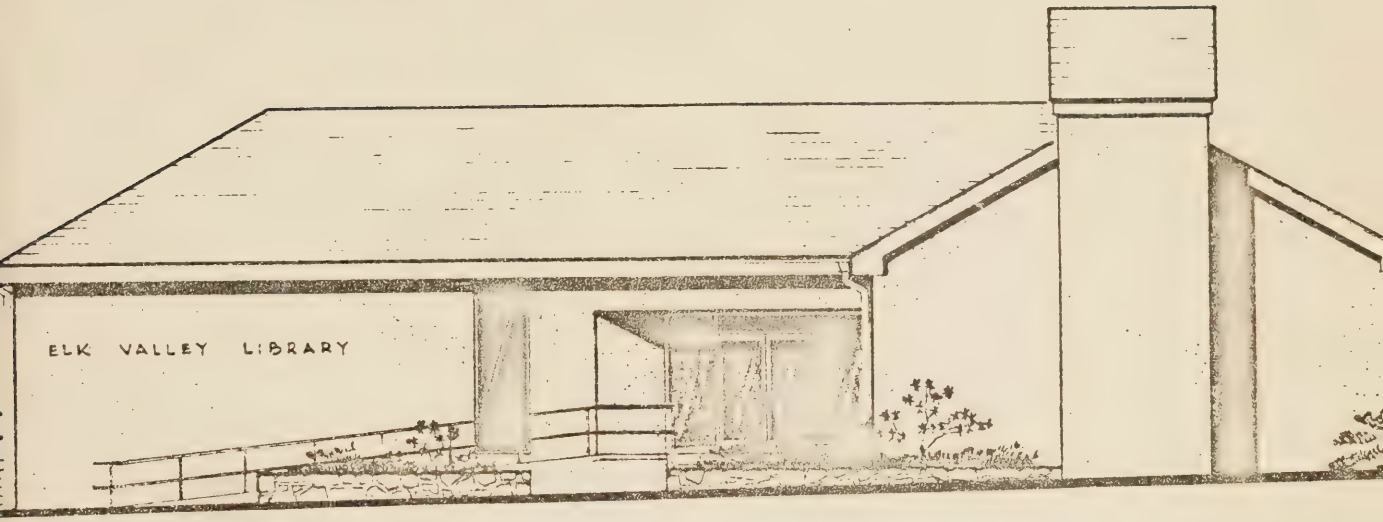
Motion carried.

There being no further business, the meeting on motion adjourned.

Walter F. Snyder
President

Nicholas Winowich
Secretary

ELK VALLEY LIBRARY
BIG CHIMNEY WEST VIRGINIA



ANNUAL REPORT
1976/1977

KANAWHA COUNTY PUBLIC LIBRARY
123 CAPITOL STREET
CHARLESTON, WEST VIRGINIA 25301

ANNUAL REPORT 1976/1977

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1976, to June 30, 1977 is herewith submitted:

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

Walter F. Snyder, President
Donald F. Springer, First Vice President
William J. L. Wallace, Second Vice President

Margaret Anderson
Forest Jackson Bowman
Hester Brown
Arthur C. Fisher
O. M. Harper
Bernard H. Jacobson
Sydney M. Kleeman
Dewey E. S. Kuhns
L. K. Lovenstein*
John D. Maurice
Joyce Myerly
John L. Ray
Leonard Riggleman
Helen Smith
James C. Smith
Pauline Tompkins

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Librarians

Mary L. Amstutz
Claudia Benton
Evelyn Coskey
Ruth Figgatt
Frances Gerard
Christopher Hartmann
Susan Hitchens
Margaret Hosimer
Marilyn Long
June Martin
Sara Mathewson
Kathleen McEvoy
Helen Miller
Gretchen Schwinger
Shirley Smith
Joel Stern
Helen Thomas
Luann Toth
Zetta Walker
Kathleen Whalin
Thomas Wreen

Clerical

Lorena Ammar
Onnalee Arcuri
Virginia Banning
Juanita Brown
Nova Casto
Sue Copen
Ronald Finney
Betty Jane Harper
Bridget Herndon
Kathryn Hughes
Mary Jo Jackson
Cortez Johnson
Eugena Karson
Henrietta Kidd
Janet Lambert
Mary Frances Lee
Franca Martin
Sara Meadows
Martha Moran
Jay Pauley
Mary Penn
Nancy Pennington
Maria Porter
Gloria Price
Victoria Price
Arrietta Smith
Diedre Street
Mae Thomas
Jane Thurston
Vicki Townsend
Sandra Trimble
Patricia Whitlock

Housekeeping and Maintenance

James L. Thomas, Building Superintendent
Robert N. Henson, Maintenance Superintendent

James George
Jack Goodman
Joseph Harrison
Robert F. Henson

34 Additional Part-Time Staff Members

* Deceased April 20, 1977

CATALOG DEPARTMENT

The Catalog Department hosted a seminar entitled "What's new in Technical Processing." The lecture/demonstration presented on Friday, November 12, 1976, by Brodart, Inc. of Williamsport, Pennsylvania, was attended by 43 librarians.

Since November, 1976, government documents are no longer fully cataloged. By utilizing Superintendent of Documents classification number, subject, title and index guide, we are able to reduce processing to a clerical routine. In the past, librarians were faced with a huge backlog; now the documents are received, inventoried and placed on the shelves almost immediately.

Another magic plateau was reached on May 31, 1977, when additions to our bookstock exceeded 400,000 volumes. The actual count was 400,643.

CONFERENCES - SEMINARS - WORKSHOPS

The 100th Anniversary of the American Library Association was observed at an annual conference held in Chicago, Illinois, July 18-23, 1976. Staff attending were: Marilyn Long, Chief, Extension Department; Claudia Benton, Assistant Librarian, Catalog Department, and Nicholas Winowich, Library Director.

The West Virginia Library Association held its annual conference in Huntington, October 11-13, 1976. Librarians who attended for the first time were: Sara Mathewson, Cross Lanes Branch; Kate McEvoy, Extension Department; Luann Toth, Boys and Girls Department; Kathleen Whalin, Adult Circulation; and Tom Wrenn, Extension Department. Also attending were Library Board Members: F. J. Bowman, L. K. Lovenstein, Mrs. Joyce Myerly and Walter F. Snyder.

CORRESPONDENCE

Letters We Like To Receive:

Dr. Elizabeth Cometti, Professor Emeritus, West Virginia University and Mrs. Esther Hark, library patron, were kind enough to express an appreciation for the helpfulness of staff and the meaningfulness of Homebound Services.

One writer concluded her letter with these words;

"If there is ever any service I can do for the Kanawha County Public Library, please call on me. I should be most happy to comply."

The other said,

"Enclosed is a small contribution for the shut-in-book program."

Louis DeMoll, President, American Institute of Architects, on a recent visit to Charleston "Lauds City's lovely setting," according to a Charleston Daily Mail story by Jeff Kosnet. Mr. DeMoll was particularly taken by the "plaza in front of the Kanawha County Public Library."

The following question and answer appeared in the Hot Line Column of the Charleston Daily Mail on Tuesday, November 23, 1976;

"Q. While visiting the Kanawha County Public Library to do some reading and research, I noted the librarians were quite noisy which made it almost totally impossible for me to get my research done. Why is this allowed?

T.S.
Charleston

"A. Please report this incident to Nicholas Winowich, chief librarian, Kanawha County Public Library, at 343-4646."

The following postcard was received:

"11-23-76

"Dear Mr. Winowich,

"That complaint in the paper must be for some one else as every time I'm in the library I don't hear any noise from your employees. They are a good kind gentle group and are just wonderful to help the outsider.

"Hats off to your employees. They have been extra nice to me.

"Thank you,

/s/ Mrs. Margaret Teter"

We did not choose to be "quite noisy." Perhaps, like Avis, we'll try harder.

CROSS LANES BRANCH LIBRARY

The Cross Lanes Branch Library opened officially on January 27, 1976. The following is a brief history:

The community of Cross Lanes was the first "Instant Branch" of Kanawha County Public Library. The Branch was made possible through efforts of the West Virginia Library Commission, the Kanawha County Commission, Kanawha County Board of Education, Kanawha County Public Library and many individuals and organizations in the Cross Lanes area.

The evident need for a library facility was expressed constructively. The Cross Lanes Junior Women's Club was instrumental in focusing the attention of community agencies on the need. The club elected 22 citizens to serve as board members and advisory council and the project was launched. The Juniors and their special events committee sponsored a football game and Town Fair at Andrew Jackson High School on Saturday, October 23, 1976, to raise funds in support of the project. The weather was good, the crowd responsive. Proceeds exceeded $750.

The West Virginia Library Commission provided a pre-engineered octagonal building, services of an architect, and $8,000 for a basic book collection. Kanawha County Commission gave more than $45,000 for construction. The library's ideal location was made possible by the Kanawha County Board of Education. Library staff, maintenance and additional resources were provided by Kanawha County Public Library. Citizens of Cross Lanes area, through the library board, agreed to contribute $2,500 each year in support of the Instant Library operation.

The building has 1,200 square feet of space and can hold up to 6,000 volumes. It seats 24 people and has space for additional chairs for meetings and other functions. There is a full-time library staff of two and a part-time custodian. The library is open 45 hours each week, including Saturdays during the school year.

The Cross Lanes Branch has been welcomed by the community and has become an asset to Cross Lanes and library service in Kanawha County. Many individuals have volunteered to help with activities. Story hours and film programs have become a part of the regular calendar. Book circulation averages 2,500 volumes per month.

The Bank of Cross Lanes presented a 3M Automatic Copier to the Cross Lanes Branch Library.

A new book depository (similar in appearance to a mailbox) was bought and installed for handling book returns when the library is closed.

ELK VALLEY BRANCH LIBRARY

Kanawha County Public Library received a Revenue Sharing Grant of $67,800 from Kanawha County Commission and a special grant from West Virginia Library Commission in the amount of $14,800 both in support of the Elk Valley Branch Library construction project.

EXTENSION DEPARTMENT

Services to the Blind and Physically Handicapped recorded its 200th active reader.

Mary Clancy of the fifth grade, Chesapeake Elementary School, was the winner of the Mobilibrary Schedule design contest. A reproduction of her drawing, "A Book. . .Going to the Library" appeared on all Mobilibrary schedules for the period January, 1977 - May, 1977.

Some valuable office space, used previously for a variety of purposes, was remodeled and repainted by Robert Henson and James Thomas. The new room provides quarters for Homebound and Physically and Visually Handicapped services and staff.

GIFTS

Kanawha County Public Library will be one of three preferred beneficiaries of "The Mr. and Mrs. Robert W. Lawson, Jr. Fund: in Memory of Robert W. Lawson, IV, Florence J. Abney and Anna A. Paine" established May, 1976, within the Greater Kanawha Valley Foundation.

To the many kind friends of Kanawha County Public Library who presented gifts of books, periodicals, memorials and phonograph records; and to the many who have given freely of their time and efforts to aid us in providing and arranging exhibits and decorations, mending, pasting and shelving, we extend our thanks and appreciation.

GLASGOW BRANCH LIBRARY

The new Glasgow Branch Library occupies quarters in a building shared with other municipal agencies. It was first opened to the public at noon on Tuesday, February 15, 1977. A ribbon cutting ceremony, held indoors because of cold weather and snow, preceeded opening day remarks made by President Walter F. Snyder and Mayor P. F. Tucker.

Also present were members of the local advisory board. They are: Mrs. Betty Arthur, President, Shrewsbury; Miss Adele Facinoli, Glasgow; Mrs. Pauline Tompkins, Cedar Grove; Mrs. Barbara Tucker, Hugheston; and Mrs. Donna Mae Tucker, Glasgow.

The first book circulated was charged to Todd Morris of Hugheston.

A dedication ceremony for the Glasgow Branch Library was held on Thursday, April 28, 1977, at 7:30 p.m. in the gymnasium of the multipurpose room. Approximately 50 persons attended. Dr. Elizabeth Cometti shared some of her experiences in libraries during a full and productive career at Marshall University and at West Virginia University. Refreshments were served by the Library Advisory Board.

GRANT-IN-AID FUNDS

The State of West Virginia awarded $220,042 to Kanawha County Public Library in basic and special grants for the 1976/1977 fiscal year in support of the Institution's needs and purposes.

INSURANCE

Kanawha County Public Library continues to enjoy favorable insurance rates. This is due in large measure to any and all of the reasons cited below:

a) No previous losses.

b) Quality building construction.

c) Good housekeeping practices.

d) Frequent and unannounced inspections conducted by representatives of the Fire Marshal's Office, Charleston Fire Prevention Bureau and Insurance carrier keeps us on our toes.

e) Installation of safety devices and modern alarm system connected directly to Charleston Fire Department, downtown station, would make a instantaneous response in case of need.

LEGISLATION

The West Virginia Legislature, at a special session convening July 26, 1976, was invited to consider a proposed amendment to the constitution of the State of West Virginia. It was designated as the "Public Library Support Amendment." Senate Joint Resolution #1 was introduced by Senator Roy H. Rogerson of Marshall County and House Joint Resolution #1 was introduced by Delegate George H. Seibert, Jr. of Ohio County. Each was referred to committee:

House Bill No. 975

1. The purpose of this bill is to create the Public Library Fund, and to provide for an annual minimum appropriation to such funds from the sale of alcholic beverages.

Senate Bill No. 150

1. This bill requires the West Virginia Library Commission to provide funding for all public county libraries to cover a portion of the maintenance and operational expenses and compensation of employees. The amount of funding is to be at the rate of $3 per county resident per year.

LIBRARY BOARD

At its annual meeting held on Wednesday, July 7, 1976, an election of officers was held and the following were duly elected:

President	Walter F. Snyder
First Vice President	Donald F. Springer
Second Vice President	William J. L. Wallace
Secretary	Nicholas Winowich
Treasurer	Nicholas Winowich

Library Journal recently reported that the New York State Senate proposed a bill which would mandate community advisory library boards. How nice !! Kanawha County Public Library has, since 1962, promulgated agreements with St. Albans, Dunbar, Elk Valley, Cross Lanes and Glasgow, which state in part that the local community shall appoint an advisory library board. The policy has worked in principle and in practice to the advantage of public library service in Kanawha County. The St. Albans Library Board, for example, is credited with initiating Sunday Services and Framed Art Reproduction Loans in Kanawha County. Their recommendations and funding made the new services possible.

The following members were appointed to the Library Board of Directors for a term of six (6) years each beginning July 1, 1977, and ending June 30, 1983:

Mrs. Hester Brown
Dr. Leonard Riggleman
Mr. Walter F. Snyder

LONG - RANGE VIEW: PLANNING FOR THE FUTURE

The Library Board of Directors adopted a long-range plan which is recorded as follows:

I. INTRODUCTION

The most important purpose of a long-range planning document is to encourage the coherent development of efficient library service responsive to community needs, by providing the Library Board and Library management with realistically articulated goals and objectives.

Long-range planning is not a detailed blueprint for the future, but rather a listing of preferred directions. In addition to general directions, some specific objectives will be recommended to the Board for implementation within the ten-year time span envisaged in this document.

Another purpose is to provide a reference document useful to Library management in making day-to-day operating decisions and useful to the Board as a checkpoint in reaching specific policy decisions.

In a few instances, questions are raised which the Board ought to consider carefully but to which no answers are suggested nor recommendations made. These questions cover matters at the very highest policy level.

II. LIBRARY BOARD OF DIRECTORS

The Library Board of Directors, as the manager of change, continues the responsibility of setting directions and goals and of establishing policies and priorities which guide, control and channel the conduct of the Library's day-to-day operations under the management of the Library Director.

That each branch shall have its own Advisory Board of Directors charged with the responsibility of interpreting the library needs of the local community to the Kanawha County Public Library Board.

III. INSTITUTION'S GOALS AND OBJECTIVES

A. General

Kanawha County Public Library reaffirms its commitment to the Library Bill of Rights. Kanawha County Public Library reaffirms its policy of controlling access by children to adult materials. The policy of separate borrower's cards for children and for adults is to be continued.

B. Services and Programs

Kanawha County Public Library as Kanawha County's public library

system has the responsibility of delivering quality library service on a county wide basis to the broadest spectrum of the population within the limits of its resources - money, materials, facilities and people. "Quality library service" implies that a thing worth doing is worth doing well or not doing it at all. New services and programs that can neither be adequately funded nor provided with qualified personnel and appropriate materials are to be avoided.

Kanawha County Public Library recognizes a special obligation to support and supplement the elementary schools of the County - public and private - through schoolroom deposit collections and Mobilibrary service.

Kanawha County Public Library encourages the expansion of its Reference Department service to include the broader aspects of local community informational needs.

Special projects conducted jointly by Kanawha County Public Library and other agencies is encouraged. The circulation of library materials under such projects must be under the direct supervision of the library.

It is recommended that the Board continue its commitment to Mobilibrary service as the designated means of reaching outlying unserved areas of the County.

C. Materials

It is recommended that 450,000 volumes be set as the collection target size for the entire system, to be reached by the fiscal year 1985/86.

To reduce substantially the theft of books, it is recommended that installation of a book-detection security system be seriously considered by the fiscal year 1977/78.

The acquisition of local history materials is to be further encouraged.

To broaden services to high school students and young adults the development of library materials dealing with career guidance and job skill enhancement is to be further encouraged.

It is recommended that installation of an automated circulation system be explored.

D. Staff

It is recommended that the Board continue the policy of matching the Kanawha County Board of Education as to fringe benefits - medical coverage, vacations, etc. - as closely as possible.

It is recommended that the Board continue the policy of hiring professional librarians who have graduated from a library school accredited by the American Library Association.

Sub-professional librarians should be college graduates.

There shall be a specified probationary period for all hirings and promotions of ninety (90) days.

Heads of small branches - one-room instant libraries or smaller - should be sub-professionals.

It is recommended that the Board formally adopt a systematic approach to pay scales to accompany the existing position classification plan.

It is recommended that the Board formally approve in advance of hiring or promotion only the following positions: Director, Assistant to Director, Department Chiefs, and Heads of larger Branches. The Board should authorize the Director to hire all other staff to fill budgeted vacancies subject to Board approval.

It is recommended that the Board encourage in-service training to upgrade job skills at all staff levels by regularly budgeting sums for this purpose.

The use of library workers made available through government - funded programs is to be encouraged. The use of such workers should be discontinued or decreased when, in the judgment of the Director, the quality of library service is adversely affected.

IV. EXPANSION OF FACILITIES

Relations and Affiliates

Upon incorporation of Dunbar Public Library into Kanawha County Public LIbrary, Nitro will be the only remaining affiliate. There will continue to be special relationships with South Charleston, American Heritage Library (Clendenin) and such other libraries as the Library Board may choose to consider.

Any application for branch status by an affiliate should be subject to the same criteria used in considering new branches.

STATEMENT ON BRANCH EXPANSION PLANS OF KANAWHA COUNTY PUBLIC LIBRARY

Approved by the Kanawha County Public Library Board of Directors at its meeting held on Wednesday, February 9, 1977.

I. Existing Library Facilities

By the end of calendar year 1977, assuming fulfillment of current plans vis-a-vis Elk Valley, Glasgow, and Dunbar, there will be nine public library facilities in Kanawha County. These facilities are geographically located to serve about 170,900, or 75%, of the county's 1970 population of 229,500. There will remain a population of about 58,600 without easy access to a public library facility.

Six of these nine facilities will comprise the Kanawha County Public Library (KCPL) system, listed in order of collection size: Charleston, St. Albans, Dunbar, Elk Valley (Big Chimney), Cross Lanes, and Glasgow. The remaining three are independent municipal libraries: South Charleston, Nitro and Clendenin.

II. County Population Trends

This is a descriptive section. By itself, it has no direct or inescapable decision-making implications.

The county's population growth over the next twenty years is likely to be modest. A 1970 study by the Kanawha County Planning Commission projects a 1995 population of 259,000, a 29,000, or 12% increase over 1970. The study also projects a further small population decline in the eastern part of the county.

There is general agreement that the three areas of greatest present and future growth within the county are:

1. Cross Lanes area
2. Big Chimney/Pinch/Quick area
3. Sissonville area

It should be noted that Cross Lanes has a library facility, Big Chimney/Pinch/Quick is about to have one, and land at a school site in the Sissonville area has been reserved to KCPL for library purposes.

Other areas of growth potential are (with no significance in the order listing):

1. Coal Fork section south of St. Albans
2. State Route 214 corridor running south to Lincoln County
3. South Hills section of Charleston

III. Pertinent Demographic Information

There are five areas, as defined in a demographic study attached to this statement, outside of the City of Charleston that are now without a permanent library facility:

Area	1970 Population	Area in Sq. Miles	Persons per Sq. Mile
East Bank/Cabin Creek/Chelyan	12,236	130	94
Sissonville	10,872	129	84
Marmet/Chesapeake	6,990	41	172
"Southwest"	12,637	100	126
Belle/Malden/Rand	15,856	70	226
Total	58,591	470	---

Three of these five areas are on the Kanawha River to the east of Charleston.

IV. Additional KCPL Facilities

A. Background

1. The opening of Cross Lanes Branch in February, 1976, the expected openings of the Elk Valley Branch and the Glasgow Library in early 1977, and the incorporation of a new, larger Dunbar Library into the KCPL system by late 1977, tangibly demonstrate this Library's commitment to the extension, expansion, and improvement of comprehensive library services to the residents of Kanawha County.
2. KCPL has a contractual indebtedness of $193,971.96 on its Capitol Street Building, consisting of $165,788.00 in principal and $28,183.96 interest. Financial prudence dictates that the size of this obligation and the annual cost of debt

service - scaling down from the 6-1-77 payment of $30,729.99 to the final $24,690.57 payment on 6-1-83 - will have a retarding, but not controlling, influence on expansion. An effort will be made to win relief from the present contractual indebtedness so that an additional $25,000-$30,000 can be released for annual operating budgets.

B. System Expansion Planning

1. General

A. System expansion over the next ten to twelve years is broken down into approximate time segments with appropriate priorities for each. These time segments are (1) First-Phase Small Branch Expansion, (2) Charleston Expansion, and (3) Second-Phase Small Branch Expansion.

1. A "small branch" is defined as a library facility with up to 2,500 square feet.

B. The total number of additional small branches in both "Small Branch Expansion" phases is seen to be not fewer than two and not more than five over the next ten to fifteen years.

C. The end of any of the three phases may be measured by events or by the passage of time, whichever comes first. For example, the KCPL Board may decide that the opening of one additional small branch marks the end of "First-Phase Small Branch Expansion."

D. To cushion the impact of expansion on the library system's financial and human resources, not more than one new facility or expansion/remodeling program should be undertaken in any given year. However, there may be overlap; planning for another facility may begin before final completion of the previous facility.

2. Financial Considerations

Additional branches cost money to build, furnish, operate, and maintain. In the short run, availability of construction funds control when a new branch can be built or an existing facility remodeled or expanded. In the long run, however, it is the ongoing cost of operations that may determine whether a new, shared or remodeled facility is practicable.

Thus, the rate of growth of the KCPL system depends ultimately on the monies available for annual operating budgets regularly received from the Kanawha County Board of Education, the Kanawha County Commission and the City of Charleston, notwithstanding the increasing grant-in-aid funds received from the West Virginia Library Commission.

The direct annual operating cost, after the first year, of an instant-library branch, or smaller, will be $24,000 - $27,000 at current 1977 cost levels. In addition to the direct cost of operations, there will be additional indirect costs, not accurately measurable, borne at the Main Library by its Extension Department, Catalog Department and the Administrative Office for necessary service support and administrative supervision.

C. Detail of the Expansion Plan

1. First-Phase Small Branch Expansion

In an approximate three-year period after the end of the present moratorium, serious consideration may be given to as many as three additional small branches in outlying areas of the County now without a facility. While preference will be given to the Sissonville area and to one or two sites on the south of the Kanawha River east of Charleston, other site

possibilities are not automatically excluded.

2. Charleston Expansion

In an approximate three-to-six year period after the end of "First-Phase Small Branch Expansion," priority will be given to the expansion or major remodeling of facilities within the City of Charleston. This program will encompass at least one - but not more than two - of the following possibilities (with no significance in the order of listing):

A. Expansion of present Capitol Street location
B. Remodeling of present Capitol Street location
C. A Branch library in Charleston
D. A "headquarters building" for the Extension Department

It is recognized that any "Charleston Expansion" project is likely to involve large capital outlays. Possible sources of construction money include, among others, Community Development funds, Public Works Construction funds, Appalachian Regional Commission and the West Virginia Library Commission.

3. Second-Phase Small Branch Expansion

In an approximate three-year period after the "Charleston Expansion," consideration will be given to such additional small branches as then seems appropriate within the previously stated limitation that there be not more than five additional small branches over the entire time span of the Expansion Plan.

V. Criteria for Small Branch Site Location

Site location can never be by formula. It will require a thoughtful weighing and weighting of a number of factors, most of which cannot be reduced to cold numbers. The most important factors, listed in probable order of weighting, are:

1. Present population of area to be served:

A. Minimum present population should be 6,000 within a 4-mile radius of the proposed library site.

1. Population within this 4-mile radius already served by an existing library facility will not be counted.
2. Population within the 4-mile radius but on the opposite side of the Kanawha River will not be counted.
3. Intensity and breadth of local interest and inititative measured, in part, by the adequacy of local financial support for annual operating budgets.
4. Prospects of population growth.
5. Quality of life.

VI. Local Financial Support

Branch facilities will be located, where possible, in incorporated places so that continuing local support for annual operating budgets can be obtained from the municipal government.

For site locations where the absence of a local government unit makes impossible a contractual agreement covering financial support, the Board must then use its own best judgment in evaluating the adequacy and continuity of local private and/or institutional pledges.

The amount of local financial support for each new small branch will have to be negotiated on an individual basis. It is recognized that application of the "Charleston formula," based as it is on real property valuations, will not be practical in some instances and not even determinable for non-incorporated places. However, as a rough rule-of-thumb, the minimum local financial support to be sought ought to be about 10% of the estimated direct cost of annual operations or about $2,500 as measured in current 1977 costs. Where local circumstances permit, every reasonable effort should be made to negotiate for a greater local share.

VII. Preferred Type of Small Branch Facility

None of the five areas now within a permanent library facility (see

Section III) has demographic characteristics usually associated with high library usage.

Accordingly, the operating philosophy of such additional branches should be strongly geared to activities-oriented programs and workshops, backed up by appropriate library materials. The library staff at these facilities needs to be strongly people-oriented. Their skills in working one-to-one with patrons and working effectively within the community will be more essential to success than their specific library skills.

Facilities of 1800 - 2500 square feet should be sought so that there will be adequate space for the proposed activities-oriented services as well as space for regular library materials. While construction of new facilities, including instant libraries, is by no means precluded, a thorough first effort should be made to lease suitable quarters in a high-traffic location or to share space by operating a facility of adequate size within a school or municipal building. Preparation of leased or shared quarters will not require a significant capital cost and will provide greater flexibility. If operations aren't successful in one location within an area, a move could be made to another location more easily from non-permanent quarters than from a building we owned.

VIII. General Board Authority

This Statement is the Board's considered current long-range plan for the coherent development of comprehensive library service for all of Kanawha County. It is an outline of preferred directions into the future rather than an inflexible blueprint or a binding commitment.

The Board properly reserves its right to alter directions and change priorities as here outlined - which will not be done capriciously or without careful thought - in the event of unforseen changes of circumstance, particularly as to overall library funding.

MEMORIAL

L. K. Lovenstein

WHEREAS, It is with deep sorrow and profound regret that we record the passing of L. K. Lovenstein, known familiarly to colleagues and friends as "L. K.", who died on April 20, 1977; and

WHEREAS, L. K. Lovenstein had faithfully served Kanawha County Public Library as a member of its Board of Directors from September, 1956, until his death; and

WHEREAS, L. K. Lovenstein had rendered distinguished service to the Library as President of its Board of Directors from July 1974 to June 30, 1976; and

WHEREAS, L. K. Lovenstein did labor diligently, productively and enthusiastically on behalf of Library purposes, most notably in the library's branch expansion projects; and

WHEREAS, the wise counsel and practical judgment of L. K. Lovenstein will be sorely missed by his colleagues on this Board; and

WHEREAS, In this, the first meeting since the death of our friend and fellow member, the Library Board of Directors wishes to give expression of its sense of loss;

IT IS HEREBY RESOLVED that this resolution of tribute and remembrance be spread upon the minutes of this meeting, and that a copy be transmitted to the family of Mr. Lovenstein, to whom we extend sincere and heartfelt sympathy.

MEMORIAL

Charles A. Williamson

WHEREAS, Charles A. Williamson colleague and friend known affectionately as Charlie who, after a long illness, passed away Wednesday evening, March 23, 1977, and

WHEREAS, Charles A. Williamson served Kanawha County Public Library Board of Directors with enthusiasm and devotion from June, 1953, to November, 1974,

BE IT THEREFORE RESOLVED, That we sadly record the passing of someone who cared about this institution and his community and who with dignity and inspiration met the challenges of both, and

BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting and that copies be forwarded to Mrs. Williamson and son, Charles A. Jr.

NITRO PUBLIC LIBRARY

Robert Henson, Maintenance and Repair, supervised the installation of steel shelving at the Nitro Public Library. The green fixtures with walnut end panels are colorful and attractive. They replace the ugly, homemade wood shelving. A special grant of $3,195 by the West Virginia Library Commission to Kanawha County Public Library made the improvement possible.

SISSONVILLE INSTANT LIBRARY: PROPOSED

A series of meetings were held over a period of time, for the purpose of considering the installation and operation of an Instant Library in Sissonville, Kanawha County. There were reasonable expectations that funding grants would be approved, that an Instant Library building would be awarded, and that the school board would favorably consider the possibility of reserving some Flinn Elementary School property as a site for the proposed building.

SPECIAL PROJECTS

Kanawha County Public Library was an active participant in the MANPOWER PROGRAM, federally funded to give employment to the unemployed and the underemployed. A total of five persons were assigned to Kanawha County Public Library. Three subsequently were transferred to the library's payroll when vacancies occurred; a fourth voluntarily resigned to remain at home with her young family; and the fifth was reassigned from St. Albans Branch to Kanawha County Commission.

STAFF

Miss Evelyn Coskey, a staff librarian since June, 1964, is the author of Christmas Crafts for Everyone which is published by Abingdon and is available for purchase at $8.95. The publisher had this to say about the book:

"One of the best ways to add to the festive spirit of the Christmas season is with crafts. In this treasury of international handicrafts, Miss Coskey provides step-by-step instructions augmented by line drawings for making simple and very elaborate decorations and ornaments plus recipes for delicious cookies and cakes.

"Christmas is a time of celebration in many lands! Join in this festive spirit with international Christmas crafts. Miss Coskey includes directions on preparing Advent wreaths from newspaper, styrofoam, straw, and baked dough. Here are instructions for making an elaborate European-style creche and a much simpler creche made of Christmas cards.

"The sewing basket provides materials for Scandinavian yarn dolls, molded string cages, and crocheted snow-flake ornaments. Celebrate with decorations from the kitchen such as beautiful Nurnburg sugar cookies and old-fashioned gingerbread houses. Paper can be fashioned into stars, chains, moons, or elaborate curls, triangles, and even into a Polish 'mushroom.'

"A history of the Christmas celebration and a calendar containing information on the special days between Advent and Epiphany are also included."

Her first book, Easter Eggs for Everyone, dealt with the ancient art of egg decorating and was lauded by Publisher's Weekly as "an immensely attractive book...of an almost endless variety of art works that can be created from the homely egg."

Miss Luann Toth, Assistant Children's Librarian, was invited by the West Virginia Library Commission to participate in the filming of "story hours" which are to be telecast, in color, on cablevision. Two filming sessions have been held to date and a total of 12 are being planned.

Miss Kathy Whalin, library assistant, was transferred from Adult Circulation Librarian to St. Albans Branch Library effective March 2, 1977, where she becomes children's librarian.

Miss Susan Hitchens, a graduate of the University of Pittsburgh Library School, class of 1976, was employed as library assistant effective March 21, 1977.

Miss Sara L. Mathewson, Librarian, Cross Lanes Branch Library, will be on an extended leave of absence from April 21 through July 11, 1977. Miss Mathewson has earned a field commission as Second Lieutenant in the West Virginia National Guard, and is required to attend Officer Candidate School in Fort McClellan, Alabama.

Miss Mary Amstutz, graduate, University of Chicago School of Library Science, Class of December, 1976 was employed effective April 1, 1977. Miss Amstutz will be responsible, in a large measure, for children's service in the department and branches.

Richard Sherman, library page, a senior at George Washington High School and Philip Hosimer, library page, a senior at George Washington High School were selected National Merit Scholar semi-finalists.

Mrs. Margaret Hosimer was appointed Librarian, Glasgow Branch Library, effective January 1, 1977. Mrs. Hosimer has been a member of the staff since September 13, 1976.

Ms. Kate McEvoy, a graduate of the University of Pittsburgh Graduate School of Library and Information Science, Class of 1975, was appointed Branch Librarian Elk Valley (Big Chimney) Library, effective February 1, 1977.

The Maintenance Mechanic position was reclassified to Superintendent, Maintenance and Repair and became effective October 1, 1976.

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1976 - June 30, 1977

Population served: 229,515
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street

AGENCIES

Main Library	1
Mobilibrary (43 winter scheduled stops) (54 summer scheduled stops)	1
Branch	3
Deposit Collections	
Schools	44
Collections delivered - 664 juvenile	
Other School Stations	67
Books borrowed by teachers from Boys and Girls Department and Mobilibrary - 12,110	
Collections lent - 325	

BOOK CIRCULATION

	1976/77	1975/76
Borrowed from Main Library		
Boys and Girls Department	171,972	171,519
Circulation Department	142,922	153,719
	314,894	325,238
Borrowed from Extension Department		
Mobilibrary	66,130	98,490
Deposit Collection	279,093	256,440
	345,223	354,930
Borrowed from Cross Lanes Branch		
Adult	11,753	4,620
Juvenile	14,289	6,504
	26,042	11,124
Borrowed from Glasgow Branch		
Adult	1,744	
Juvenile	2,662	
	4,406	

	1976/77	1975/76
Borrowed from St. Albans Branch		
Adult	31,498	32,066
Juvenile	40,536	51,677
	72,034	83,743
TOTAL CIRCULATION - Kanawha County Public Library	762,599	775,035
Borrowed from Dunbar Public Library		
Adult and Juvenile	26,256	10,253
Borrowed from Nitro Public Library		
Adult and Juvenile	14,744	15,630
Borrowed from South Charleston Public Library		
Adult and Juvenile	59,537	70,307
GRAND TOTAL CIRCULATION - Volumes	863,136	871,225

BOOK STOCK

Number of volumes at the end of the year	404,335	389,928
Number of volumes added	21,443	19,201
Number of volumes withdrawn	7,036	4,178
Number of periodicals	775	690
Number of newspapers received	75	55

REGISTRATIONS

Total number of registered borrowers	44,906	44,608
Total number of registered borrowers during year	14,483	15,329

AUDIO VISUAL MATERIALS

Microfilm Readers	5
Record Players	3
Phonograph Record Albums	8851 titles
Microfilms (reels)	4,252
Phonograph Records Circulated	13,215

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 3, 1977

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 3, 1977 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mrs. Brown
Mr. Jacobson
Mr. Kuhns
Mrs. Myerly
Dr. Riggleman
Mrs. Smith
Mr. Springer
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director.

Mr. Snyder, President, presided. Mr. Winowich, Library Director, was absent.

Condolence. Upon motion by Dr. Wallace, seconded by Mr. Kuhns, the following resolution was adopted unanimously

> RESOLVED, That the Board of Directors formally extends its condolences to Mr. Nicholas Winowich, Director, Kanawha County Public Library, upon the death of his wife, Ruth Flemming Winowich, on July 28, 1977.

In the absence of the Library Director, Miss Ammar served as Secretary.

The Acting Secretary reported that a quorum was present.

Correspondence. Mr. Snyder reported that the Library was in receipt of the following letter which reads as follows:

"July 19, 1977

"AUDITOR APPOINTMENT CERTIFICATE

"Mr. Nicholas Winowich, Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

"Dear Mr. Winowich:

"Pursuant to authority granted by Section 7, Article 9, Chapter 6, 1931 Code of West Virginia, as amended, Arnett and Foster is hereby appointed to conduct the post-audit of Kanawha County Public Library for the period(s) ending June 30, 1977.

"This office must receive the first copy of such audit report, and in addition, if such report discloses misfeasance, malfeasance or nonfeasance, two additional copies must be forwarded, making three copies necessary for the use of this office.

"Very truly yours,

/s/ John R. Melton
John R. Melton
Director
Local Government
Relations Division"

"JRM/mps"

The President also reported that the Library Director was in receipt of a letter dated July 8, 1977 from S. Grover Smith, Secretary of the Public Service Commission of West Virginia indicating that "Tariff S. S." (School Service) does not apply to the Library. It was suggested that the matter be referred to the Library Director to explore the matter further. After discussion, upon motion of Mr. Kuhns, seconded by Mr. Springer, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to contact the representative of the Appalachian Power Company to discuss the matter further.

Motion carried.

Library Director's Monthly Report. The Library Director's oral report for the month of July was not given. It will be prepared and mailed. However, Mr. Stern, Assistant Director, gave a brief report which included the following:

1. Elk Valley Branch Library Opening.
2. Special Grants received.
3. Additional Grant-In-Aid of 10¢ per capita may be received.
4. Library has two employees under WIN Program.
5. Library Director and Assistant Director had meeting with Mr. Ellis regarding Clendenin Public Library.
6. MANPOWER PROGRAM may resume again in October under Federal Program.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 242 ($7,179.18) and General Bills List No. 242 ($10,957.00) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Myerly, seconded by Mrs. Brown, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Acting Secretary submitted Special Funds List No. 241 ($81.81), duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Myerly, seconded by Mr. Kuhns, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Personnel Committee. Mrs. Smith reported that the Dunbar Library Board had interviewed several applicants for the position of Librarian for the Dunbar Branch Library. She submitted the application of Mr. Thomas T. Wrenn for the position. Mrs. Smith presented a brief review of his educational,

professional and personal qualifications. Following discussion and upon motion by Mrs. Smith, seconded by Mr. Kuhns, it was

> RESOLVED, That Mr. Thomas T. Wrenn be appointed Librarian at the Dunbar Branch Library effective August 1, 1977 at an annual salary of $11,940.00.

Motion carried.

Dunbar Branch Library. Mrs. Smith gave a progress report on the Dunbar Public Library Construction Project. She stated that the building is 85% completed and the target date for completion is September 1, 1977. Bids for furniture and shelving will be let out next week. The opening of the Dunbar Branch Library is expected to be between November 1-15, 1977.

Meeting with Mr. John Santrock re: Library Board Memberships. The President stated that the Library Director and he met on Monday, July 25, 1977 with Mr. John Santrock, Superintendent, Kanawha County Schools, for the purpose of considering a request by Kanawha County Schools "to share in the selection of nominees to fill vacancies on the Kanawha County Public Library Board of Directors." A copy of the 1957 Legislative Enactment setting up the Kanawha County Public Library was made available to Mr. Santrock for his information and file. Mr. Snyder stated that ideas of mutual interest and concern were exchanged. Afterwards, it was agreed that a Library Board membership roster, which would include such information as dates of appointment and expiration and magisterial residence, would be sent to Mr. Santrock. There was discussion afterwards.

Committee Assignments. Copies of the assignments to standing committees of the Library Board were distributed to members present. Copies had also been mailed prior to the board meeting to all members.

West Virginia Arts and Humanities Council. Mr. Stern reported that the Kanawha County Public Library, in cooperation with West Virginia Arts and Humanities Council, would sponsor three performances of THE FIREBIRD, a marionette production. The first performance would be held at Marmet Junior High School on October 22, 1977 at 1:30 p.m. The second show would be held in the Glasgow Library on March 4, 1978 at 3:00 p.m. The third show would be held at the Main Library on March 5, 1978 at 1:30 p.m. Each performance will include a demonstration on the art of the marionette: how marionettes are constructed and manipulated. Total project cost is $450.00 of which $225.00 is made available from Council. Following discussion, and upon motion by Mrs. Smith, seconded by Dr. Wallace, it was moved that the Library Director be and is hereby authorized to sign a West Virginia Arts and Humanities Council grant application for $225.00. Motion carried.

There being no further business, the meeting on motion adjourned.

Walter F. Stern
President

Lorena Ammar
Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 7, 1977

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 7, 1977 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mr. Bowman
Mr. Jacobson
Mr. Kuhns
Mr. Ray
Dr. Riggleman
Mrs. Smith
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director.

Mr. Snyder, President, presided. The Library Director served as Secretary.

The minutes of the August 3, 1977 meeting were approved.

Library Director's Monthly Report. The Library Director's oral report for the month of August was not given. It would be prepared and mailed.

Approval of Bills. The Library Director submitted Book Bills List No. 243 ($11,758.26) and General Bills List No. 243 ($19,312.09) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Anderson, seconded by Mr. Bowman and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 242 ($254.80), duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Anderson, seconded by Mr. Kuhns, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Ray, Chairman, reported that a meeting was held on Thursday afternoon, August 25, 1977 in Big Chimney for the purpose of receiving the Deed of the Elk Valley Branch Library from Elk Valley Library Association, Inc. Those present included the following persons:

Mr. Frederic J. Glazer, Executive Director, West Virginia Library Commission
Mr. Lee Lockhart, President, Elk National Bank and Treasurer, EVLAI
Mr. Jim Smith, President, EVLAI and Member Kanawha County Public Library Board of Directors
Mr. Walter F. Snyder, President, Kanawha County Public Library
Mr. Nicholas Winowich, Library Director, Kanawha County Public Library
Mr. Ross Taylor, Photographer, West Virginia Library Commission

Mr. Ray stated that Kanawha County Public Library received the Deed and releases of the Elk Valley (Big Chimney) Branch Library from Elk Valley Library Association, Inc. Mr. Ray recommended, and it was so ordered, that the documents be recorded. There was discussion afterwards.

Budget Committee. In the absence of Mr. Springer, the Library Director reported that a Construction Account for the Elk Valley Branch Library Project should be established with Library's fiscal agent, the Board of Education of the County of Kanawha. This account would be established, he said, to accomodate project receipts and expenditures and provide for the audit of the account. After discussion, upon motion by Mr. Bowman, seconded by Dr. Wallace it was unanimously

RESOLVED, That a Construction Account for the Elk Valley Branch Library be established with the Board of Education of the County of Kanawha.

Motion carried.

Approval of Bills from Construction Account - Elk Valley Branch Library Project. Mrs. Anderson moved that payments as submitted and approved by Mr. Lockhart and Mr. Smith be approved. They are recorded as follows:

Elk Valley Library Association, Inc.	$51,008.35
Elk Valley Library Association, Inc.	2,944.55
Boll Furniture Company	216.98
	$54,169.88

The motion was seconded by Dr. Wallace, and, upon a vote being taken, was carried.

Monthly Financial Statement. Mr. Stern, Assistant Director, reported that the format of the Monthly Financial Statement had been revised and improved. Previous reports were laborious and were prepared "by hand." The document as submitted previously and distributed to the members present are now available in computer form. There was some discussion.

Personnel Committee. The Library Director reported that he and members of the staff interviewed several applicants for the position of Homebound Services Librarian. He submitted the application of Mr. Barry S. Geesey. The Library Director presented a brief review of his educational, professional and personal qualifications. Following discussion and upon motion by Mr. Kuhns, seconded by Mrs. Anderson, it was

RESOLVED, That Mr. Barry S. Geesey be appointed Homebound Librarian effective September 1, 1977 at an annual salary of $10,080.00.

Motion carried.

Community Service Committee. The Library Director submitted a proposal initiated by Mr. Frederic J. Glazer, Executive Director, West Virginia Library Commission, which would seek to establish a "branch" at the State Capitol to service the reading needs of thousands of State House Employees. The book collection would consist of fiction titles, only, because all other materials are made available to interested persons. Space, staff and funding are scheduled to be provided by West Virginia Library Commission. Following discussion, the proposal was referred to the Community Service Committee.

Dunbar Public Library Construction Project. Mrs. Smith, reported that bids on library shelving, furniture and equipment have been received and accepted by the Dunbar Library Board. The total cost was $53,292. The construction project application estimated need for $39,400.00. The additional $13,892.00 is available from other sources, she said. Discussion followed.

NEW BUSINESS

W. Va. Arts and Humanities Council's Grant. Mr. Stern reported that a special grant was submitted to West Virginia Arts and Humanities Council for the purpose of providing for the functions of an "author-in-residence" to the public libraries, schools, colleges/universities and citizens of West Virginia interested in writing and publishing. Mr. Davis Grubb, a noted West Virginia author, was selected by a committee composed of the following persons:

Mrs. Shirley Lundeen	Morris Harvey College
Ms. Shirley Mills	Moundsville Public Library
Ms. Merle Moore	Clarksburg Public Library
Mr. William Plumley	Morris Harvey College
Mr. Joel Stern	Kanawha County Public Library

Mr. Stern noted that there would be little or no out-of-pocket expense to Kanawha County Public Library. This institution, he said, would provide office space (located on the 5th floor) and act as disbursing agent. There was discussion. Afterwards, upon motion by Dr. Wallace, seconded by Mr. Kuhns, the grant application, as submitted, was approved.

Bids on Four Door Sedan and Window Van. The President reported that legal advertisements were placed in The Charleston Daily Mail and The Charleston Gazette on August 27, 1977 and again on September 3, 1977 for the purpose of receiving bids on one (1) Window Van and one (1) Sedan. Written specifications for both vehicles were mailed to truck and automobile dealers. Bid opening was held on Wednesday afternoon September 7, 1977 at 1:00 p.m. Several persons attended. Two bids were received on the window van. They are recorded as follows:

Tag Galyean Chevrolet, Inc. - $5,127.28 (1978 model)

Patrick Plaza Dodge, Inc. - $6,222.00 (1977 model)

There was discussion. Afterwards, upon motion of Mr. Jacobson, seconded by Dr. Riggleman, it was moved that Tag Galyean Chevrolet, Inc. be awarded the bid for one window van at $5,127.28. Motion carried.

The President reported that five (5) bids were received on one (1) four-door sedan. The bids are recorded as follows:

C & O Motors:

$4,412.84 (1978 model year)
$4,570.18 (1977 model year)

Caron Lopinsky Ford, Inc.:

$4,280.00 (1977 model year)

Childers Chevrolet:

$4,476.80 (1978 model year)

Joe Holland Chevrolet, Inc.:

$4,452.71 (1977 model year)
(subject to 6% increase on 1978 model)

Patrick Plaza Dodge, Inc.:

$4,626.00 (1977 model year)

There was discussion. Afterwards, upon motion of Mr. Kuhns, seconded by Mrs. Anderson, it was moved that C & O Motors be awarded the bid for one 1978, four-door Chevrolet Nova sedan at $4,412.84. Motion carried.

Trustee Workshops and West Virginia Library Association Annual Conference - November 10-12, 1977. Mr. Snyder reported that a Workshop for Library Trustees would be held at The Greenbrier, in White Sulphur Springs, West Virginia, on November 10-12, 1977 during the Annual Conference of the West Virginia Library Association. West Virginia Library Commission awarded a grant of $100.00 per library to encourage attendance. After discussion, upon motion by Dr. Wallace, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That Library Board members who wish to attend the Trustee Workshop in White Sulphur Springs, West Virginia, November 10-12, 1977 be paid expenses up to $100.00 each; and

RESOLVED FURTHER, That the expenses for the Director and an allowance of $100.00 each for five staff members be paid for attendance at the West Virginia Library Association Conference, November 10-12, 1977.

Motion carried.

Practical Public Relations: A Workshop. The Library Director reported that a "Practical Public Relations: A Workshop" is being sponsored by the Ohio Library Association on September 19, 1977 in Columbus, Ohio. He solicited authorization to send Marilyn Long, Chief, Extension Librarian

and Shirley Smith, Chief, Circulation Librarian. After discussion, and upon motion by Dr. Wallace, and seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the expenses of Marilyn Long and Shirley Smith not to exceed $110.00 be paid for attendance at the workshop sponsored by the Ohio Library Association.

Motion carried.

Investment. The President reported that Kanawha County Public Library invested $30,000 on June 9, 1977 in Certificate of Deposit for 90 days which earned interest at the rate of 5.20%. He recommended that the $30,000 be reinvested in another Certificate of Deposit for a 90-day period beginning September 9, 1977. After discussion, upon motion by Dr. Wallace, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the Library Board reinvest $30,000 in Certificate of Deposit for a ninety-day period.

Motion carried.

Grant-In-Aid Certification. The President reported that the Library was in receipt of an "Application, Agreement, and Maintenance of Effort Certification for Grant-In-Aid for Fiscal Year Ending June 30, 1978." He reviewed the conditions listed in the document. After discussion, upon motion by Mr. Kuhns, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the President be and is hereby authorized to sign the Application, Agreement and Maintenance Certificate and forward to the West Virginia Library Commission.

Motion carried.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 5, 1977

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 5, 1977 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mr. Bowman
Mr. Fisher
Mr. Jacobson
Mrs. Myerly
Mr. Ray
Mrs. Tompkins
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director and Mrs. Shirley Smith, Chief, Circulation Librarian.

Mr. Snyder, President, presided. The Library Director served as Secretary.

The Secretary reported that a quorum was present.

The minutes of the September 7, 1977 meeting were approved.

New Dimensions in Adult Services. The President welcomed Mrs. Shirley Smith, Chief, Circulation Librarian. Mrs. Smith spoke on the subject, "New Dimensions in Adult Services." Copies of an outline mailed previously with the October, 1977 agenda were distributed to the members present. The outline is recorded as follows:

New Dimensions in Adult Services

1. Long range (system wide)

    a. Automation (5 years)

b. Referral/Information Services
    1) occupational
    2) practical
c. Coordinated programming, publicity promotion
    "library program packages"
d. Collection development
    1) New thought in YA, Adult Basic Education
    2) New areas of patron interest
    3) Systematic weeding
e. Increased sensitivity to patron's needs
    1) survey/questionnaire
    2) publicity
    3) Sensitivity committee
f. Greater school/library cooperation
g. Expansion of AV services/materials
    1) equipment
    2) slides, tapes, video tape
h. Book detection system/inventory

2. Short range (departmental)

A. Work simplification/staff utilization - re-evaluation of old routines to cut costs, increase efficiency.
    1) Renewals (accent on convenience)
        a) by 'phone
        b) on all materials
    2) Overdues (accent on following)
        a) revision of fee charged
        b) revision of postal coding
        c) telephone follow-up
        d) messenger
    3) Reserves (accent on availability)
        a) revision of routine
        b) limitation of hold period
        c) utilization of all available resources: ED, Major's, etc.
    4) Common weekly due date (accent on efficiency)
        a) Anticipates automation by batching work

B. Expanded Service
    1) Paperbacks
    2) YA
    3) Civil service/test items
    4) School assignments

C. Book selection
    1) Sensitivity committee
    2) Anticipatory book buying

Correspondence. Mr. Fisher reported that he and the Library Director were in receipt of carbon copy letters dated September 19, 1977 from Mrs. Sally Shepherd, Member, Sissonville Library and Cultural Association, Inc. to Mr. Daniel S. Green, Director, Appalachian Development Office. Copies of the letter, he said, were mailed previously to members of the Library Board and were distributed again to members present. The letter reads as follows:

"September 19, 1977

"Mr. Daniel S. Green, Director
Appalachian Development Office
Capitol Building
Charleston, West Virginia 25305

"Dear Mr. Green:

"Thank you for meeting with me to discuss the possibilities of establishing a Sissonville Community Library with the aid of your commission.

"As a member of the Sissonville Library and Cultural Association, Inc., I hereby request from the Appalachian Regional Commission a grant of $60,000.00.

"Of this money, $2,937.60 would be applied to the purchase of a 12,000 square foot library site in Sissonville from the Kanawha County Board of Education, which has agreed, by letter of intent of September 21, 1976, to sell this site to the Kanawha County Public Library at the original July 1969 purchase price of 24.48 cents per square foot. The remaining funds would be used to pay for the installation of the library and for the purchase of furniture and equipment.

"The library we envision is one of the so-called Instant Libraries. Built under the auspices of the West Virginia Library Commission which supplies a shell and architectural supervision valued in 1975 at $14,000.00, it would serve the Sissonville area as a branch of the Kanawha County Public Library.

"Along a one mile stretch of Route 21 ten miles north of Charleston has developed a commercial center with restaurants, furniture store, professional buildings, supermarkets, service stations, drug store, and a bank. With a Sissonville Community Library, we hope to establish it as a cultural and community center

as well. We look forward to working with you toward that end.

"Yours very truly,

/s/Sally Shepherd
Sally Shepherd
Member: Sissonville Library and
Cultural Association, Inc."

"P.S. I suggest that questions and correspondence be directed to Mr. Nicholas Winowich. As Director of the Kanawha County Public Library Board, he is certainly the most qualified in this area. His address is Kanawha County Public Library 123 Capitol Street, Charleston, West Virginia, 25301.

"cc: Mr. Nicholas Winowich
Mr. Arthur Fisher"

There was discussion. Afterwards, the letter was referred to the Long Range Planning Committee, Mrs. Helen Smith, Chairman. Mr. Fisher announced that Mrs. Smith and the Library Director were scheduled to meet with members of the Sissonville Library and Cultural Association, Inc. on Monday evening, October 17, 1977 at 7:30 p.m.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of September, 1977. Included were the following:

1. A crowd of nearly 500 persons, mostly children, attended a special 75th anniversary of the publication of Beatrix Potter's book, Peter Rabbit. Miss Wilma Brown, Children's Librarian, Emeritus, told the familiar story to an enthusiastic Sunday afternoon audience. Refreshments were served afterwards.

2. The Charleston Daily Mail featured, recently, colorful photographs of the Peter Rabbit Birthday Cake, the new Dunbar Public Library and Mobilibrary services. Copies were shown to the members present.

3. The St. Albans Town Fair, Summer of '77, netted $14,851.00. In contrast, the previous year's net receipts totaled nearly $7,500.00.

4. I would hope that energy conservation was on the minds of all employees at the main library and branches.

Approval of Bills. The Library Director submitted Book Bills List No. 244 ($17,131.16) and General Bills List No. 244 ($13,990.06) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Myerly, seconded by Mr. Bowman and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 243 ($130.80), duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Myerly seconded by Mr. Bowman and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Elk Valley Branch Library Project. Mrs. Myerly moved that payment as submitted and approved by Mr. Lockhart be approved. It is recorded as follows:

Elk Valley Library Association, Inc. $26,389.28

The motion was seconded by Mr. Bowman, and, upon a vote being taken, was carried.

Reports of Committees.

Community Service Committee.

State Capitol Branch. Mr. Bowman, Chairman, reported that the Community Service Committee met on Tuesday afternoon, October 4, 1977 at 1:30 p.m. to hear Mr. Fred Glazer, Director, West Virginia Library Commission speak on the proposed State Capitol Branch. The following persons attended:

Mr. Bowman	Mr. Glazer
Mr. Fisher	Miss Long, Chief, Extension Department
Mr. Snyder	Mrs. Smith, Chief, Adult Circulation Department
Dr. Wallace	Mr. Winowich

Mr. Bowman said that Mr. Glazer reviewed Commission lending policies which were limited to a) "in-house"use of reference materials for the purpose of meeting "on-the-job" or professional state house responsibilities; b) the availability of most non-fiction books for borrowing purposes by state capitol personnel; and c) the almost total lack of fiction available for recreational reading. The West Virginia Library Commission, Mr. Glazer said, would propose that Kanawha County Public Library establish an experimental branch in space provided by the Commission and staffed by its personnel who are presently handling lending services. Considerable discussion followed. There was a strong sense of feeling and conviction from the Committee, that the use of recreational reading materials (fiction and best seller non-fiction) be made equally available to library patrons who have Statewide Borrowers Cards and to Kanawha County Public Library users. Afterwards, Mr. Bowman reported that the Community Service Committee unanimously adopted the resolution which follows:

> RESOLVED, That the Library Director be and is hereby authorized to submit a Special Grant Request to West Virginia Library Commission for the purpose of securing funds to purchase a select number of fiction and best-seller, non-fiction books for the State Capitol Branch Project.

There was discussion. Afterwards, upon motion by Mr. Bowman, seconded by Dr. Wallace the resolution recorded above was adopted unanimously.

Building and Grounds Committee. Mr. Ray, Chairman, reported that the Elk Valley Branch Library Deed and Releases, received previously from Elk Valley Library Association, Inc., have been recorded and filed.

Elkview Women's Club 1977 Annual Bazaar. The President reported that the Library Director was in receipt of a September 29, 1977 letter from Ms. Kate McEvoy, Branch Librarian, Elk Valley Branch Library. Copies of

the letter, he said, were mailed previously to members of the Library Board and reads as follows:

"September 29, 1977

"Dear Mr. Winowich and the members of the Board of Directors:

"The members of the Elkview Community Women's Club want to hold their annual bazaar in the basement of this library. The women hold a bazaar every year and donate the proceeds (from the sale of handmade items) to various community projects. This year's profits will be used for various projects that include the following:

"a donation to this library
the purchase of framed prints of West Virginia wildlife, to be given to the elementary schools.
a donation to the local Girl Scout Camp.

"In previous years, projects have included the purchase of books for all area first graders, purchase of prizes for the pile-of-junk ecological art project, purchase of fireman red balls for marking bedrooms occupied by children and handicapped people.

"Because this bazaar is to benefit the library and the Big Chimney community, and because none of the profits are for club use or personal use, I recommend that the bazaar be held at the library.

"Sincerely,

/s/Kate McEvoy
Kate McEvoy
Librarian"

There was discussion. Afterwards, upon motion of Dr. Wallace, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the Elkview Community Women's Club be granted permission to hold their 1977 annual bazaar on the lower level, Elk Valley Branch Library Building because the proceeds will benefit the library and the Big Chimney community.

Motion carried.

NEW BUSINESS

Bids on Library Shelving, Furniture and Equipment for Elk Valley Branch Library. The President reported that legal advertisements were placed in the Charleston Daily Mail and in The Charleston Gazette on September 15, 1977 and again on September 22, 1977 for the purpose of receiving bids on library shelving, furniture and equipment for installation at the Elk Valley Branch Library, lower level, with funding by West Virginia Library Commission. Copies of the bid tabulation form were distributed to the members present and is recorded as follows:

Bid Tabulation
for
Elk Valley Branch Library

Bidder (Listed Alphabetically)	Shelving Bid	Furniture and Equipment Bid	Lump Sum Bid
Budd Company	no bid	no bid	no bid
Butler Business System	$1,986.36	no bid	
Contract Business Interiors	2,101.24	no bid	
Flowers School Equipment Co.	2,122.65	no bid	
InterRoyal Corp.	1,710.00	no bid	
J. H. Pence Company	2,303.86	incomplete	
Rose City Press	9,102.26	$3,105.20	$12,207.46
West Virginia Seating Company	2,792.80	incomplete	

Following discussion, upon motion by Mr. Jacobson, seconded by Mr. Ray, it was unanimously

RESOLVED, That the low bid of $1,710.00 by InterRoyal Corp. for the purchase of library shelving be accepted.

Motion carried.

The President reported that the single bid for furniture and equipment by Rose City Press in the amount of $3,105.20 was in error. The amount should have read $9,102.26. After discussion, it was agreed that the Rose City Press bid for furniture and equipment be rejected and that the Library Director be authorized to place legal advertisements in the two (2) Charleston newspapers for the purpose of seeking bids on furniture and equipment for installation at the Elk Valley Branch Library lower level.

Middle Atlantic Regional Library Federation Meeting. The President reported that a meeting of the Middle Atlantic Regional Library Federation Board of Directors, of which Nick Winowich is a member, is scheduled to be held in Lancaster, Pennsylvania, on October 14-15, 1977.

After discussion, upon motion by Mr. Bowman, seconded by Mr. Jacobson, it was unanimously

> RESOLVED, That the Library Director be granted permission to attend the Middle Atlantic Regional Library Federation, Inc. Board of Directors Meeting to be held October 14-15, 1977 and that expenses not to exceed $175.00 be paid.

Motion carried.

Management Issues in Automated Cataloging Conference. The President reported that a conference sponsored by the Associated Colleges of the Midwest on "Management Issues in Automated Cataloging" would be held on November 3-5, 1977 in Chicago, Illinois. He stated that the Library Director had solicited authorization to send Miss Ruth E. Figgatt, Chief,

Catalog Librarian. After discussion, and upon motion by Dr. Wallace, and seconded by Mr. Bowman, it was unanimously

> RESOLVED, That the expenses of Ruth E. Figgatt not to exceed $250.00 be paid for attendance at the Management Issues in Automated Cataloging conference.

Motion carried.

There being no further business, the meeting on motion adjourned.

Walter F. Boynton
President

Nicholas Windrich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 2, 1977

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 2, 1977 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Anderson
Mr. Bowman
Mrs. Brown
Dr. Harper
Mr. Jacobson
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mr. Springer
Mrs. Tompkins
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director.

In the absence of the President, Mr. Springer, First Vice President, presided. The Library Director served as Secretary.

The Secretary reported that a quorum was present.

The minutes of the October 5, 1977 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of a letter from P. F. Tucker, Mayor of Glasgow. It reads as follows:

"October 6, 1977

"Mr. Nicholas Winowich
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"I write this letter not only on behalf of the official family of the Town of Glasgow but for the residents generally of the community as well.

"I take this means of expressing the deep and sincere appreciation of the people of Glasgow for the public library facilities and services which have, in recent months, been made available to us through the auspices of the Kanawha County Public Library. The leaders of this community have long dreamed of the time when an adequate library facility would be located in our municipality and made conveniently available for the use of our people. The realization of that dream has been a source of profound satisfaction to us. More exciting is the enthusiastic response evinced by our citizens, particularly our young people, and the extensive use they are making of the service.

"You may be assured that we in Glasgow are looking forward with genuine pleasure to many years of continued and even expanded library service. Again, our thanks are extended.

"Very sincerely yours,

/s/P. F. "Peck" Tucker
P. F. Tucker
Mayor"

"PFT/rw"

Lease between City of Dunbar and the Dunbar Public Library. Mrs. Smith reported that the Library Director received a copy of a lease between the City of Dunbar and the Dunbar Public Library regarding the present library property. Copies of the lease were mailed previously to the Library Board members and were distributed to members present. There was discussion on item #9 which reads as follows:

"The leasehold premises and any part thereof shall not be sub-leased at any time by the said Lessee nor shall the within lease be assigned without the written consent of the Lessor. This does not apply to any arrangements of Lessee with Kanawha County Public Library."

Afterwards, it was ordered that the matter be referred to the Community Services Committee for consideration.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of October, 1977. Included were the following:

1. Kanawha County Public Library received a gift of 5 Lew Raines paintings from Sunrise. The artist is a photographer for the Charleston Gazette. The oils are too large to become a part of the Library's Framed Art Reproduction circulating collection. The works will remain on exhibit throughout the building.

2. Mrs. Martha Trocin, Member, West Virginia Library Commission and Secretary, West Virginia Library Association, Trustees Section, urges library board members to attend the annual conference to be held at The Greenbrier on November 10-12, 1977.

3. The Board of Directors, Citizens Recycling Council of Kanawha Valley presented, recently, its Services Award to Kanawha County Public Library for "outstanding service to the Council."

4. Some concern had been expressed to the West Virginia Library Commission Instant Library Architecture's Consultant regarding installation of insulation material as an energy and cost saving measure. Subsequently, it was discovered that an adequate amount was set in-place, on the ceiling, during the construction phase of the project.

5. South Charleston Public Library will expand and remodel its present facility. A construction contract of $290,850 was awarded on bid to Ed-Pat Construction Company of Charleston.

6. Attempts were made to locate Harris Gillman who wrote a letter to the Editor (Gazette, October 6, 1977) concerning a Karate demonstration in the Boys and Girls Department. There were no listings in the telephone and city directories.

Approval of Bills. The Library Director submitted Book Bills List No. 245 ($10,689.61) and General Bills List No. 245 ($13,243.83) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mrs. Smith and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 244 ($906.25), duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Smith and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Elk Valley Branch Library Project. Mrs. Brown moved that payment as submitted be approved. It is recorded as follows:

Sneed's Vacuum and Sewing Center $300.00

The motion was seconded by Mr. Bowman, and, upon a vote being taken, was carried.

Reports of Committees.

Budget Committee. Mr. Springer, Chairman, reported that Kanawha County Public Library was in receipt of a letter dated October 14, 1977 from the West Virginia Library Commission informing us that a Grant-In-Aid award of $9,073 had been approved. Previously, it was stated that the Library expected to receive an additional 10¢ per capita instead of $.04256. Mr. Springer reported that the Library Director had recommended that the money be spent for the following:

Window Van - 1978 model	$5,127
Messenger - employment effective 12-1-77	3,900

After discussion, upon motion of Mrs. Smith, seconded by Mr. Bowman, it was unanimously

RESOLVED, That Kanawha County Public Library be authorized to purchase the Window Van at $5,127 and to employ a messenger at $3,900 from the Grant-In-Aid Supplement.

Motion carried.

Mr. Springer reported, also, that some preliminary work on the budget document for fiscal 1978/1979 has begun. He said that the Budget Committee solicits input from other Library Board members and committees. Budget Committee meeting dates would be announced and he welcomed attendence by Library Board Members. Mr. Springer expressed dollar concerns during the next four years because of obligations to the new federal minimum wage standards and commitments to unemployment compensation costs. There was discussion afterwards.

Long Range Planning Committee. Mrs. Smith, Chairman, reported that a meeting was held on October 17, 1977 at the Virgil Flinn Elementary School with representatives of the Sissonville Library and Cultural Association, Inc. for the purpose of considering an Instant Library installation within the framework of long range plans adopted by the Library Board. Mrs. Smith said that a great deal was discussed and clarified. The intent was to offer as much information as could be given to avoid problems and confusion. Also attending were the Library Director and Arthur Fisher a member of the Long Range Planning Committee and member of the local organization.

Second Bids on Library Equipment and Office Equipment for Elk Valley Branch Library. Dr. Wallace reported that a second bid opening was held on November 2, 1977 at 1:00 p.m. in the Board Room for the purpose of receiving bids on library equipment and office equipment for installation at the Elk Valley Branch Library, lower level, with funding by the West Virginia Library Commission. Copies of the bid tabulation form were distributed to the members present and is recorded as follows:

Bid Tabulation
for
Elk Valley Branch Library

Bidder	Library Equipment A	Office Equipment B	Lump Sum Bid
J. H. Pence/Roanoke	no bid	(incomplete) $1,782.85	
Robert M. Huffman	$3,457.10	no bid	
Rose City Press	$3,389.25	$5,512.12	$8,901.37
W. Va. Seating	$3,641.25	no bid	

Following discussion, upon motion by Mr. Ray, seconded by Dr. Riggleman, it was unanimously

RESOLVED, That the bid of $3,457.10 by Robert M. Huffman for the purchase of Library Equipment be accepted; and

RESOLVED FURTHER, That the bid of $5,512.12 by Rose City Press for the purchase of Office Equipment be accepted.

Motion carried.

Dunbar Public Library Construction Project. Mrs. Smith gave a progress report on the Dunbar Public Library Construction Project. She stated that she was pleased with the progress and that the job was going very well. Delivery of library shelving, furniture and equipment, she said, was expected sometime after December 1, 1977. An official and formal dedication and observance could be held on a date after the new year. There was discussion.

Middle Atlantic Regional Library Federation. Mr. Springer reported that the Library Board at its October meeting authorized the Library Director to attend the Middle Atlantic Regional Library Federation Board of Directors Meeting in Lancaster, Pennsylvania, with expenses paid not to exceed $175.00. The Director, he said, incurred additional and necessary expenses. Following discussion, Dr. Wallace moved, Mr. Bowman seconded, that the Director be reimbursed $38.78 for the expenses incurred over and above the sum of $175.00 which was allotted to him in his attendance at the Middle Atlantic Regional Library Federation Board of Directors Meeting. Motion carried.

There being no further business, the meeting on motion adjourned.

President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 7, 1977

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 7, 1977 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Brown
Mr. Fisher
Mr. Kuhns
Dr. Riggleman
Mr. Springer
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director.

In the absence of the President, Mr. Snyder, Mr. Springer, First Vice President, presided. The Library Director served as Secretary.

The Secretary reported that a quorum was present.

The minutes of the November 7, 1977 meeting were approved.

Mr. Springer reported that Mrs. Helen Morrison Snyder died on Thursday, November 24, 1977. Condolences were extended by Mr. Springer to Mr. Walter F. Snyder and his family in behalf of the members of the Library Board and staff.

Correspondence. The Library Director reported that Mr. Springer had received replies from Senator Byrd, Senator Randolph and Congressman Slack in answer to his inquiry concerning the payment of federal minimum wage. The letters were read before the members present. Mr. Springer stated that the U. S. Supreme Court ruled, in National League of Cities V. Usery, that states, counties, municipalities, boards of education, park commissions and

some others, were exempt because of their "traditional government function." Mr. Springer was confident that the U. S. Department of Labor would extend that same consideration to Kanawha County Public Library as well as all libraries in the country. There was discussion. Afterwards, it was ordered that the letters be filed.

The letter from Mrs. Shepherd was not available at this time. It will be presented to the Library Board at its meeting in January, 1978.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of November, 1977. Included were the following:

1. The Jacobson Foundation presented a gift of $1,000.00 to Kanawha County Public Library in memory of Mr. L. K. Lovenstein.

2. The Charleston Daily Mail, in a story on November 17, 1977 entitled, Fire Hazards! Capitol Street Buildings Have Share, identified Kanawha County Public Library and two others as being "violation-free."

3. Mrs. Tompkins and Miss Fascinola (representing the Glasgow Advisory Library Board) met with Marilyn Long, Margaret Hosimer and the Library Director on Tuesday, November 29, 1977 to consider a whole range of matters pertaining to the Glasgow Branch Library: its operations and evaluation.

4. The new Dunbar Public Library is expected to become operational in February, 1978. Late delivery of library shelving, furniture and equipment is the reason for the delay.

5. The Cross Lanes Advisory Board is beginning to think in terms of expanding the Instant Library to a 2-unit facility.

6. Thanks and appreciation are extended to the Library Board of Directors for making it possible to send Amstutz, Geesey, Hitchens, Hosimer, Stern and Winowich to the West Virginia Library Association Annual Conference held at the Greenbrier.

Approval of Bills. The Library Director submitted Book Bills List No. 246 ($16,543.17) and General Bills List No. 246 ($20,221.66) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Kuhns and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 245 ($744.68), duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Kuhns and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Elk Valley Branch Library Project. Mrs. Brown moved that payments as submitted be approved. They are recorded as follows:

A. B. Dick Products Company	$ 174.80
Architectural Products, Inc.	69.30
Eskew Smith and Cannon	276.00
Goldfarb Electric Supply Company	3.60
Hall's Motor Transit Company	137.95
InterRoyal Corporation	1,451.75
R. H. Kyle Furniture Company	182.95
Library Bureau	106.50
Rose City Press	61.50
	$2,464.35

The motion was seconded by Mr. Kuhns, and, upon a vote being taken, it was carried.

Reports of Committees.

Budget Committee. Mr. Springer reported that the new minimum hourly wage of $2.65 becomes effective January 1, 1978; and sequently rises to $3.35 effective January 1, 1981. He stated that the Library

Director, Mr. Stern and he had met previously to consider minimum wage adjustments for some library employees. He offered the following recommendations:

1. That staff salaries be adjusted to meet federal minimum wage requirements so that Kanawha County Public Library would be in compliance with the Fair Labor Standards Act.

2. That minimum wage for the clerical and custodial employees be adjusted from $2.64 hourly to $2.73 hourly effective January 1, 1978.

3. That the salary scale differentials, in the first three grades, be maintained.

4. That the page employees (high school and college students who work after school hours, Saturdays and vacation periods) continue to receive the presently hourly minimum of $2.30 and until such time when the Wage and Hour Division of the Department of Labor determines whether Kanawha County Public Library performs a "traditional government function" and is entitled to an exemption. If the ruling is against Kanawha County Public Library, the difference between $2.30 and $2.65 will be made to each page employee.

The cost of the adjustments from January 1, 1978 through June 30, 1978, he said, was estimated at $6,400.00 and was expected to be paid from unexpended balances. Discussion followed. Afterwards, upon motion by Mr. Springer, seconded by Dr. Wallace, it was unanimously

RESOLVED, That staff salaries be adjusted to meet federal minimum wage requirements in order that Kanawha County Public Library remains in compliance with the Fair Labor Standards Act, and

RESOLVED, That the minimum wage for the beginning clerical and custodial employees be adjusted from $2.64 hourly equivalency to $2.73 hourly equivalency effective January 1, 1978; and

RESOLVED, That the salary scale differential, in the junior, senior and special clerk grades, be maintained; and

RESOLVED FURTHER, That the present federal minimum rate of $2.30 paid to pages, be continued until such time when the Wage and Hour Division, U. S. Department of Labor makes a ruling on the library's petition. It is to be understood that, in the event of a ruling against Kanawha County Public Library, the differences due will be made.

Motion carried.

Unemployment Compensation. Mr. Springer reported that new Federal legislation requires governmental units (states, counties, municipalities, boards of education, public libraries and others) to participate in the unemployment compensation program effective January 1, 1978. New legislation will be adopted at the state level to permit compliance. Previously, the above, he said, were exempted and not required to participate. Mr. Springer reported, also, that the estimated cost, for the period from January 1, 1978 through June 30, 1978, was $1,800.00 and would be made from unexpended balances. After discussion, upon motion by Mr. Springer, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That Kanawha County Public Library agrees to participate in the Unemployment Compensation Program effective January 1, 1978.

Community Service Committee. Mr. Bowman, Chairman, reported that the Community Service Committee met on Wednesday, November 30, 1977 at 2:00 p.m. in the Dunbar Public Library to consider the lease between City of Dunbar and the Dunbar Public Library. The following persons attended:

Mr. Bowman		Mr. Harless
Miss Long		Mayor Leone
Mr. Snyder	Mrs. Helen Smith	Mr. Maxwell
Mr. Winowich		Mrs. Ollyce
Mr. Wrenn		Mr. Herman Smith

It was agreed that a letter of recommendation would be submitted by Dunbar Public Library to Kanawha County Public Library before February 1, 1978

when the new library was scheduled to be opened. This later date would give Dunbar City Council and Mayor an opportunity to be heard.

UNFINISHED BUSINESS

Investment. Mr. Springer reported that Kanawha County Public Library invested $30,000 on September 9, 1977 in a Certificate of Deposit for 90 days which earned interest at the rate of 5.90%. He recommended that the $30,000 be reinvested in another Certificate of Deposit for a 90-day period beginning December 9, 1977. After discussion, upon motion by Dr. Wallace, seconded by Mr. Bowman, it was unanimously

> RESOLVED, That the Library Board reinvest $30,000 in Certificate of Deposit for a ninety-day period.

Motion carried.

NEW BUSINESS

Revenue Sharing Requests from Kanawha County Commission for 1978/1979 Fiscal Year. Mr. Springer reported that the Library Director was in receipt of a November 22, 1977 letter from Kanawha County Commission. The purpose of the letter was to solicit and receive Revenue Sharing Requests for fiscal year 1978/1979. An application, which included photographs and literature, was prepared and exhibited to the members present. Projects, with priorities listed, totaled $187,988.00. After discussion, upon motion by Mr. Kuhns, seconded by Dr. Riggleman, it was unanimously

> RESOLVED, That the application for Revenue Sharing Funds be submitted to Kanawha County Commission and that a copy be filed with the minutes of this meeting.

American Library Association Midwinter Conference. Upon motion of Mr. Kuhns, seconded by Dr. Wallace, the following resolution was adopted:

> RESOLVED, That the Library Director be authorized to attend the American Library Association Midwinter Conference to be held in Chicago, Illinois, January 22-27, 1978 and that his expenses not to exceed $500.00 be paid.

Motion carried.

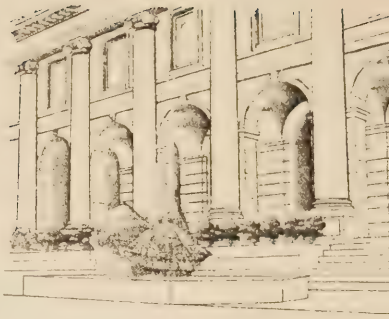
Grant-In-Aid Funds. Mr. Springer reported that Mr. Bowman, the Library Director, Mr. Stern and he will meet with Mr. Glazer and Mr. Potter, West Virginia Library Commission, to discuss Grant-In-Aid Funding and the amount to be requested from the West Virginia Legislature for fiscal year 1978/1979.

There being no further business, the meeting on motion adjourned.

First Vice President

Secretary

Capitol Street, Charleston, West Virginia 25301 Telephone 343-4646 Area Code 304
KANAWHA COUNTY PUBLIC LIBRARY



December 13, 1977

Mr. Alfred L. Shephard, President
Mr. Thomas L. Black, Commissioner
Mr. John D. Catalano, Commissioner

Kanawha County Commission
Kanawha County Courthouse
Charleston, West Virginia 25301

Gentlemen:

This response is in compliance with your letter of November 22, 1977 concerning Revenue Sharing Requests for fiscal year 1978/1979.

Kanawha County Public Library respectfully submits its requests for Revenue Sharing Funds which were submitted to and approved by the Library Board of Directors at its meeting held on Wednesday, December 7, 1977.

The requests, which are explained in attached documents including illustrations and literature, are schematically recorded as follows:

Mobilibrary	$ 56,360
Book Detection System	25,200
Programmable Prompting Calculator	2,495
Intercommunication System	4,432
Sissonville Instant Library Project	80,500
Video Cassette Program	15,859
Photocopy Machine, Coin Operated	3,142
Total Revenue Sharing Requests	$187,988

Your favorable consideration is gratefully and greatly appreciated.

Sincerely yours,

Nicholas Winowich

Nicholas Winowich
Director

NW:bh

Enclosure

cc - Jack C. Whiting

MOBILIBRARY

See Exhibit #1

Purchased:	1968
Distances Traveled:	120,000 miles
Cost:	$30,398.08
Book Capacity:	3,000 volumes
Staff:	3 (Librarian, Driver and Clerk)
Purpose:	A bookmobile to meet the public library needs of Kanawha County residents who live in areas beyond the perimeters of libraries located in Charleston, Cross Lanes, Elk Valley, Glasgow, Nitro, St. Albans and South Charleston. Patrons include children, adults and senior citizens who reside in the many senior homes.

Recommendations

1. Replace present unit.

   a) Service and maintenance costs are frequent and expensive.

   b) Recondition old bookmobile with additional units of insulation, caulking, paint and replacement of some essential equipment, for the purpose of providing service in a previously unserved area of Kanawha County.

   c) The experimental or temporary nature of such an effort would make it possible for Kanawha County Public Library to "test-market" the site, community, need, desire, etc. for a more permanent facility in the future.

2. Purchase New Unit

   See Exhibit #2

Model:	1978
Cost:	$35,000 (approximate)
Book Capacity:	2,000 volumes
New Dimensions:	Additional services: film shows, story hours, puppets, etc.
Purpose:	Same as above
Advantages:	A small easy-to-maneuver unit will make it possible to visit remote areas of Kanawha County for the purpose of introducing the wonderful world of books and the exciting time for reading.
Staff:	2 (Driver/clerical and librarian)

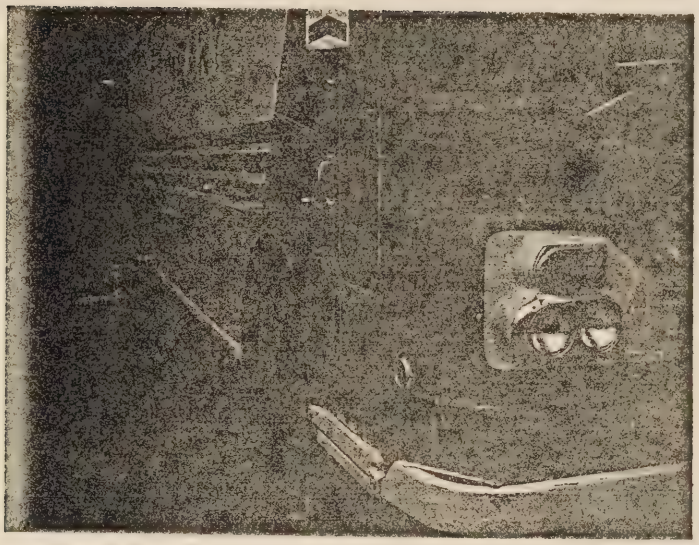
3. Revenue Sharing Request PRIORITY #1

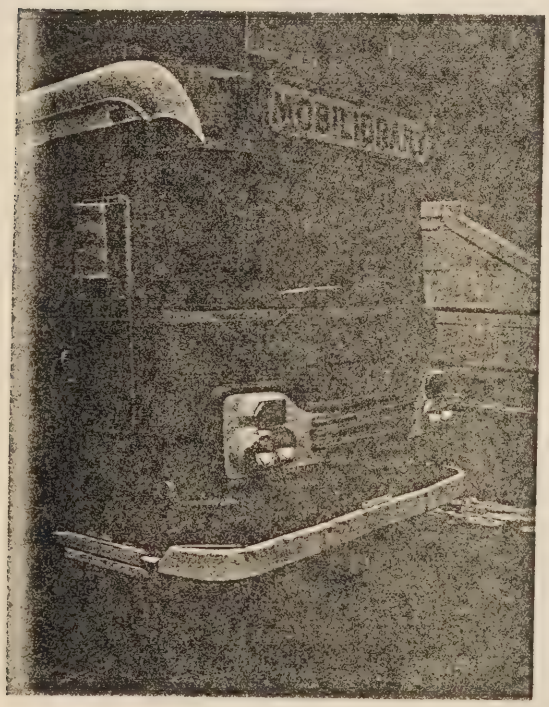
Vehicle	$35,000
Recondition and Relocation	5,000
Other unanticipated expenses	1,000
Staff (one librarian and one clerk)	15,360
Total	$56,360

MOBILIBRARY

Exhibit #1

Present Unit Current Condition





CHAPEL HILL
PUBLIC LIBRARY
BOOKS
CHAPEL HILL PUBLIC LIBRARY

3M Book Detection System

Libraries (Public, College/University and School) have an increasing number of book and periodical thefts. In order to cope with this problem, the 3M company and others, are marketing a book detection system which consists of a thin magnetic strip or sensitized book plate concealed or inserted within each book or magazine. When the book is checked out at the desk, the magnetic strip or bookplate is desensitized or it circumvents the system permitting the patron to exit. When a book has not been properly checked out, an alarm indicator will operate as the book is carried through a sensing area in the exit door which will thus remain in a locked position.

Kanawha County Public Library owns, by inventory count of June 30, 1977 a total of 403,484 volumes. Most of the books are on open shelves for daily use, viewing and to borrow. Some materials, however, such as reference books, newspapers and magazines are on open stacks and for use exclusively within the building.

The library's annual book loss is estimated to number approximately 800 volumes per year. The average unit cost (including material, acquisition, cataloging and shelf preparation) is $10.00.

The losses represents a great deal of money and is an inconvenience to library patrons who expect and are entitled to receive and use all inventoried items.

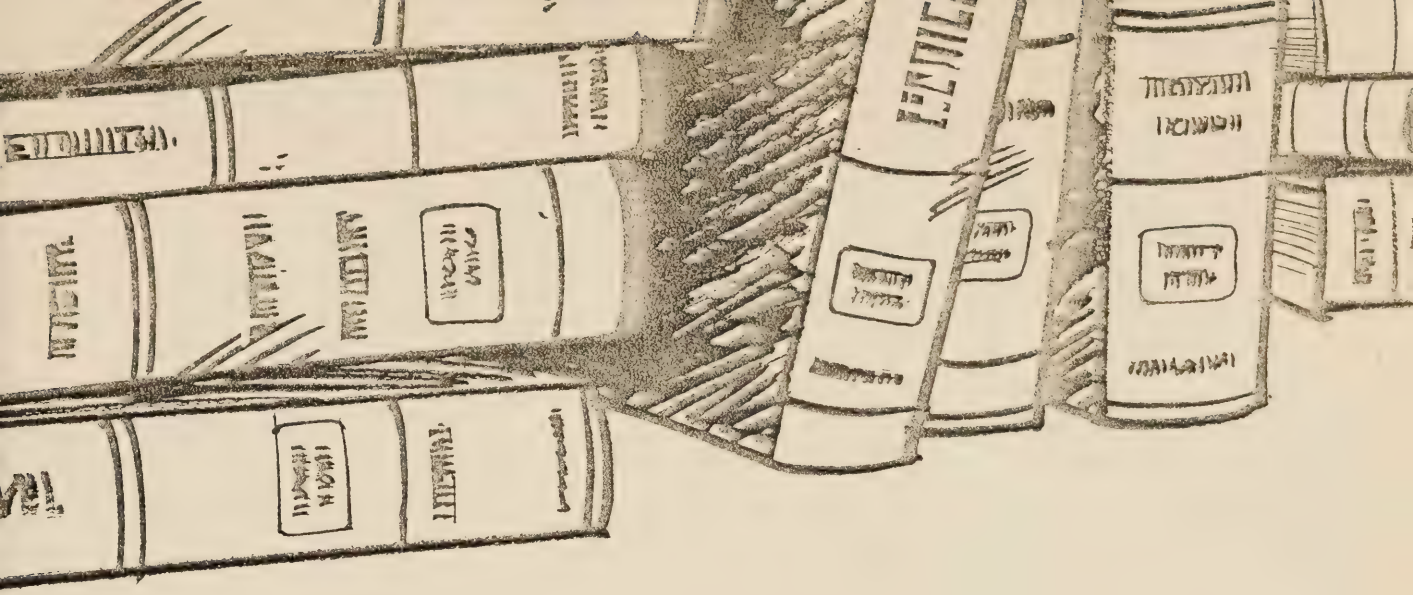
Recommendation

1. Purchase a book detection system with components

2. Revenue Sharing Grant Request PRIORITY #1

System with Components		$14,200
Materials		11,000
	Total	$25,200

December 6, 1977



TECHNICAL SPECIFICATIONS

Spartan® BRAND Book Detection System

GENERAL DESCRIPTION

The **Spartan** Book Detection System detects library materials marked with pressure sensitive detection strips. When stimulated by an alternating electromagnetic field, a thin metallic detection strip concealed in the spine or gutter of books or periodicals emits a characteristic low frequency signal. This signal cannot be shielded by the human body or by books held back to back or cover to cover. It is virtually unaffected by simple shielding materials, such as ordinary aluminum foil. Since the signal penetrates conventional briefcases, there is no need to search patrons' belongings. The system minimizes false alarms since it does not respond to commonplace conducting or magnetized objects.

The components of the **Spartan** Book Detection System are:

I. Book Sensing Equipment

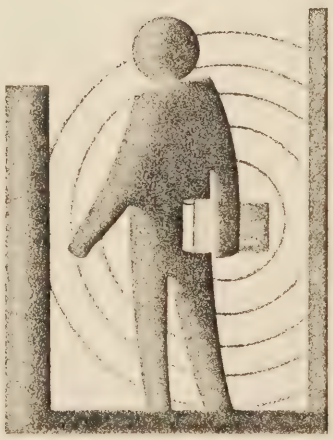
II. Detection Strips

III. Book Check Units

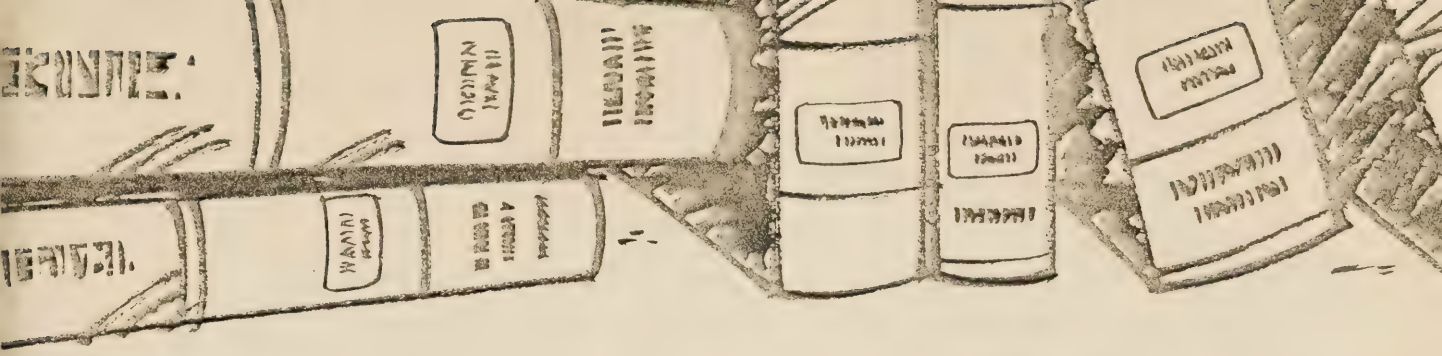
IV. Locking Exit and Entrance Gates

All components for a standard system have been listed by Underwriters Laboratories and Canadian Standards Association. No Federal Communications Commission license or approval is required for the use of the **Spartan** system.

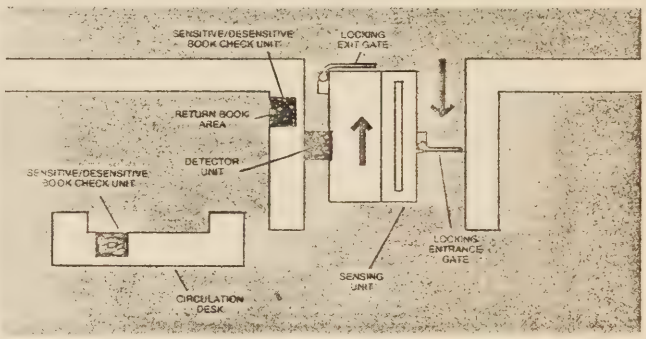
The elements of the system may be combined to form a *Full Circulating* or *By-Pass* System.

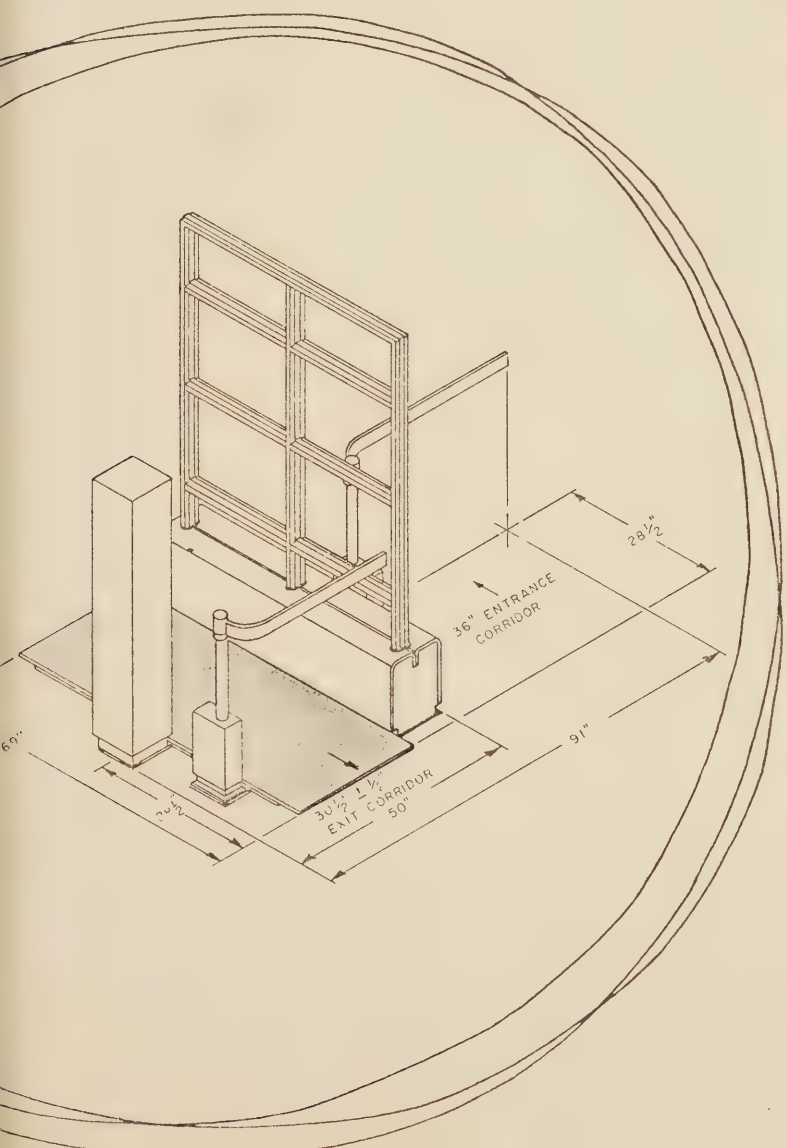


nesota Mining & Mfg. Co. 1976

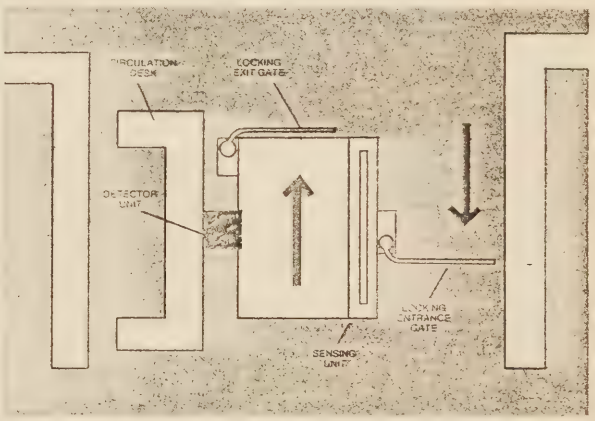


Full circulating system This system is the most practical and versatile for many installations. Books are marked with strips that can be sensitized or desensitized by the book check unit. A patron passes materials to be charged to the attendant at the circulation desk which may or may not be located at the exit point. The attendant records transactions and desensitizes these materials with the book check unit. The desensitized materials are handed back to the patron who passes through the detection field and out through the exit gate. Previously desensitized materials do not need to be rechecked by the attendant. A major advantage of this system is that no auxiliary items need be inserted into books or removed from them during charging out and return procedures.



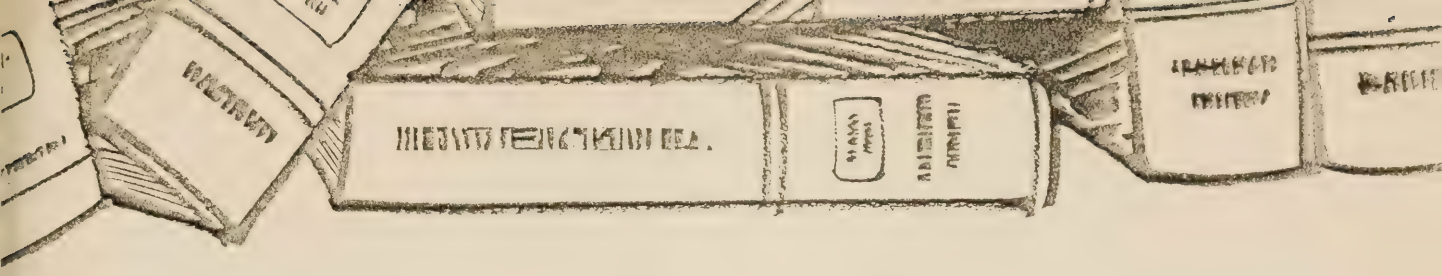


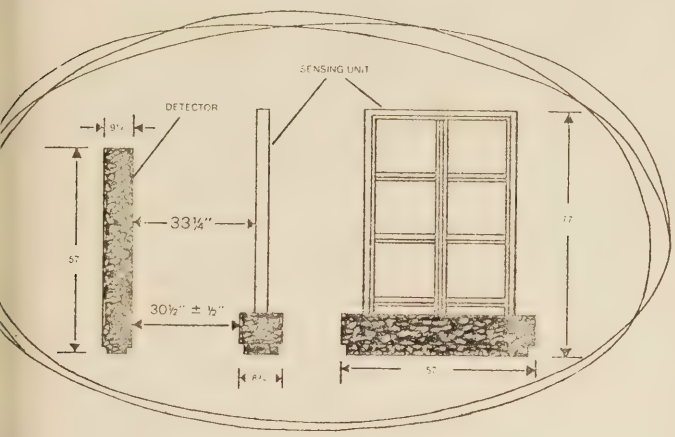
By-pass System This system meets the requirements of some installations. Books are passed to an attendant behind the detector post at an exit control point or charge desk. The attendant records a transaction or checks previously charged out items. After the patron has passed through the exit corridor to the other side of the detector post, the attendant returns the materials to the patron.



BOOK SENSING EQUIPMENT

Functional Description The Book Sensing Equipment operates on an electromagnetic principle to detect the passage of sensitized library materials through an exit corridor. An alarm mechanism is activated when sensitized materials are detected.





hysical description The equipment consists of:

A Sensing Unit which defines one side of the exitway. The nit is 8¾" wide, 57" long and 77" high.

A Detector which is housed in a 9¼" square pillar. The pillar placed directly across the exitway 30½" ± ½" from the side the sensing unit.

A control module, contained within the sensing unit base, hich provides the audible alarm and patron counting nctions.

A Base Plate which is made of aluminum. The sensing unit, tector post, and gates are bolted securely to this rigid founda- on and are interconnected through channels grooved into it. carpet covers the plate.

A Power Transformer is Class II energy limiting and provides e system with 24 VAC.

attle-Tape®

DETECTION STRIPS

nctional description Type DS strips (Dual Status) can be nsitized or desensitized for use with the Full Circulating stem. They should be used with a By-Pass System if the rary plans to upgrade to the convenience of a Full Circu- ing System at a later date.

pe SS Strips (single status) are permanently sensitized and n be used with either the By-Pass or Full Circulating System.

ysical description The detection strip consists of a thin etallic strip which emits a low frequency signal when stim- ted by an alternating electromagnetic field. Strips are ailable in the following configurations:

-1 or SS-1 Strips 7 inches in length with pressure sensitive hesive on one side, a tan-colored backing for concealment the spine of a book, and a liner extending about an inch yond each end to facilitate liner removal. Thickness of the ip with adhesive does not exceed .010 inches; the width es not exceed 0.25 inches.

DS-2 or SS-2 Strips 7 inches in length with pressure sensitive adhesive on both sides, one liner extending about an inch beyond each end for easy liner removal, the other liner extending at least 2 inches beyond each end to facilitate installation between pages. Thickness of the strip with adhesives not over 0.10 inches; the width not over 0.25 inches.

The pressure sensitive adhesives on the strips meet the following specifications:

a. Require no moisture, heat or other preparation prior to or after application to clean dry surfaces.
b. Are chemically inactive, do not discolor or lose adhesive or cohesive strength with age.
c. Have a medium high initial tack and a high ultimate tack.
d. May be stored at room temperature for long periods of time.
e. Do not require auxiliary items to be inserted in book or removed before shelving.

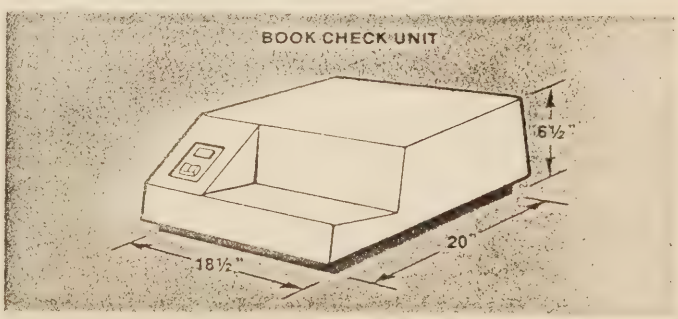
The concealability feature of the strips makes for an economically attractive system since not all books in the library need to be marked.

Strips in periodicals or books do not cover any printed area nor interfere with subsequent binding. Strips are not shielded by books covered by foil, or carried cover to cover or back to back.

All strips have extended adhesive liners to allow for easy and fast removal from strip and to expedite installation. There are no easily-taught insensitive orientations or locations in the electromagnetic field to allow for an undetected passage of a strip concealed on a person between the knees and shoulders.

③ BOOK CHECK UNIT

The Book Check Unit is used with the *Full Circulating System* to sensitize or desensitize Type DS detection strips. The unit automatically in less than one-tenth second sensitizes or desensitizes the detection strip when a book is placed in the trough with spine toward inside of trough. A signal light to the left of the angle indicates the sensitive or nonsensitive state of the strip. An audible thump indicates that the Book Check Unit has performed the function for which it was set.



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THE SPARTAN BOOK DETECTION SYSTEM

THE SPARTAN BOOK DETECTION SYSTEM is especially designed for high schools, media centers, small community colleges, junior colleges, and public libraries. This economical system has been developed with the same basic electronic components as our highly-accepted TATTLE-TAPE® Book Detection System.

THE SPARTAN SYSTEM deals with the problem of book theft . . . allows the library to assist its students with the best possible service . . . saves money by eliminating the need for constant book replacement.

THE SPARTAN BOOK DETECTION SYSTEM detects library materials marked with detection strips. When a book which has not been properly charged out is carried through the detection area, the sensing equipment sets off an audible alarm and temporarily locks the gate.

The detection signal cannot be shielded by the human body or by simple shielding materials such as aluminum foil or cigarette package wrappers. It will detect books held back to back, cover to cover, or in any position or angle. It penetrates conventional brief cases, back packs, and purses . . . so there is no need to search personal belongings.

THE SPARTAN SYSTEM is a 100% full circulating system. Library material can be sensitized and desensitized in one tenth of a second by insertion in the book check unit. Books are desensitized during the chargeout process and resensitized before return to the library shelves. Once charged out, they can be carried back and forth through the detection area without activating an alarm.

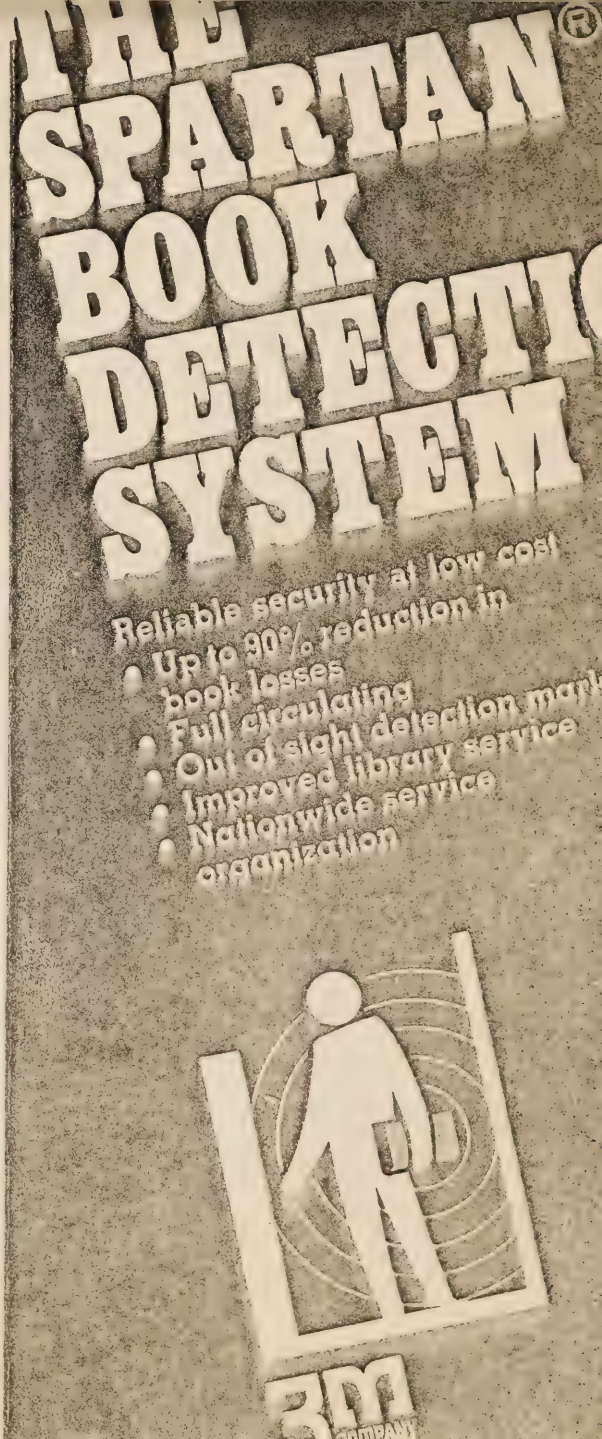
Let us help you plan a security system for your library

If you want to reduce book losses and scholastic losses due to unavailable materials, we would like to discuss your security needs. A 3M Company representative will provide professional assistance on all aspects of library security.

Library Systems 3M COMPANY

MICROFILM PRODUCTS DIVISION

3M CENTER • SAINT PAUL, MINNESOTA 55101



d simple in operation

Components

1 Book sensing equipment
2 Locking exit and entrance gates
3 Book check unit
4 Detection strips

From the 3M Company, Number One in the book detection field.

The right answers to these questions are essential to a successful security system

Does the system offer the advantages of full circulation?

Yes. Full Circulation allows students to pass freely through the exit area with their library material when using the library for study purposes. It is not necessary to handle every book that leaves the library. This saves library time and eliminates long lines during class changes.

Are the detection markers "out of sight"?

Yes. The thin, flexible strips are completely concealed within the book. Once inserted they are almost impossible to find.

Are the markers easy to apply?

Yes. They have a durable 3M pressure sensitive adhesive backing with extended liners for easy insertion.

Can both books and periodicals be marked?

Yes. And the markers do not cover any printed area or the inside covers of books.

Is a removable metal foil shield required as part of the marker system?

No. Student removal of such an obvious item would defeat the effectiveness of the system. No cover-up items or add-on pockets are necessary.

Is the book sensing equipment reliable?

Yes. The 3M system detects only its own specially sensitized strips and has complete coverage within its entire sensing area or zone. False alarms are minimized because it is not affected by normal conducting or magnetized objects.

Does the system have to be bolted to the floor?

No. The 3M system is securely anchored to a carpeted metal base plate and requires no holes or wires in the library floor. It is easily re-located. The plate also shields out electrical noise from other sources.

Is the system durable and attractive?

Yes. It is ruggedly built and blends into the library decor.

Does the equipment meet Underwriters Laboratories safety requirements?

Yes. All components of the system are U.L. and C.S.A.* listed. Gates comply with emergency exit standards of the National Fire Protection Association #101 Life Safety Code. (*Canadian Standards Association)

Is Federal Communications Commission approval necessary?

No. Operation of the system does not require FC license or approval.

Does the system allow free passage of wheelchai and crutches?

Yes. The 3M system is in compliance with the width requirements set by the American Standard Specification for the Handicapped.

Does the system present hazard to heart pacemaker wearers?

No. Design features of the 3M system were specifically developed and thoroughly tested to assure compatibility with the use of pacemakers.

Is there a history of successful installations?

Yes. 3M book detection systems have been installed in over 1,000 libraries throughout the world.

Is qualified service available when necessary?

Yes. The 3M Company has a nationwide organization of service engineers. On-site respons to service calls is provided within two working days.

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Texas Instruments Programmable Prompting Calculator, Model, SR-60

Kanawha County Public Library spent $200,730.33 for library materials (books, newspapers, magazines, phonograph records, microfilm and microfiche) in fiscal year 1976/1977. Major funding, for this and other needs and purposes, was provided by the three levying authorities (Kanawha County Commission, Kanawha County Board of Education, City of Charleston) and State of West Virginia.

To insure that expenditures for library materials are kept within budget allocations by department, by branch, and by class of materials, the Library's Order Department is responsible for preparing detailed analysis of all book and periodical invoices. The growth of the Library System has made manual methods of analysis both costly and slow.

It is expected that the programmable prompting calculator, here requested, will greatly reduce the cost and time of preparing the necessary analyses.

Additionally, this calculator will be used by our Administrative staff in preparing other management studies and reports.

Recommendation

1. Purchase one unit with library programming.

2. Revenue Sharing Request PRIORITY #1

Texas Instruments SR-60	$1,995	
Software (documented programming)	500	
Total		$2,495

December 5, 1977

Texas Instruments SR-60 programmable prompting calculator.

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Compare these features and functions that combine to deliver capability found on prompting programmable desktop calculators costing much more.

Operating Characteristics

2 Angular modes
Fixed-length decimal fractions (0-8)
Rounding: up
down
with any integer
Limited precision key
12 Calculating digits
10 + 2 Display digits (mantissa and exponent)
40* Data memories
Memory arithmetic (+, −, ×, ÷)
Exchange x with data memory
Clear memory
Complete algebraic entry mode
10 Pending operations
11 Pending operands
9 Parentheses levels
95 Number of keys
Indirect memory addressing

*100 with option

Input/output Characteristics

General

Internal calculating digits	12 plus sign and 2 exponents plus sign.
Display or print	10 plus sign and 2 exponents plus sign.
Numerical range	$\pm 1. \times 10^{-99}$ to $\pm 9.999999999 \times 10^{99}$
Format	Fixed or Scientific Notation
Overflow, underflow or error	Display flashes (?), or Printer prints (?)

Display

Type	Light emitting diodes
Format	5 by 7 dot matrix, 20 characters max.
Characters*	A through Z
Symbols*	Period, question mark, comma, apostrophe, dollar sign, degree, slash*

Printer

Type	Thermal electronic
Format	5 by 7 dot matrix, 20 characters max.
Paper	2½ inch thermal
Functions	print program list data register list trace paper advance

Card Reader
Read into program memory
Read into data memory
Write from program memory
Write from data memory
Auxiliary Peripherals

*Other symbols and characters are available by using the mathematical and function keys.

Calculating Capability

Log
ln x
10^x
e^x
x^2
$\sqrt{x}$
y^x
$\sqrt[x]{y}$
$\frac{1}{x}$
x!
%
Δ%
π
Int x (integer part)
2nd Int (fractional part)
$x \rightleftarrows k$ (constant)
Trig (sin, cos, tan, and inverses)
Hyperbolic (sinh, cosh, tanh, and inverses)
Deg/min/sec to decimal degrees conversion and inverse
Degrees to radians and inverses
Polar to rectangular and inverses
Spherical to rectangular and inverses
Built-in π value precision of 12 digits

Programming Capability

480* Program steps
Program read/write
Data memory read/write
Alphanumeric display
Alphanumeric print
15 User-defined keys
78 Possible labels
Absolute addressing
Indirect addressing (branching)
Subroutine capability
4 Subroutine levels
10 Program flags
Unconditional branching
8 Conditional branching decisions
Editing: Step
Backstep
Insert
Delete
Single step program execution
Independent run and halt control
½-second Pause
Auxiliary (for add-on peripherals)

*1,920 with option.

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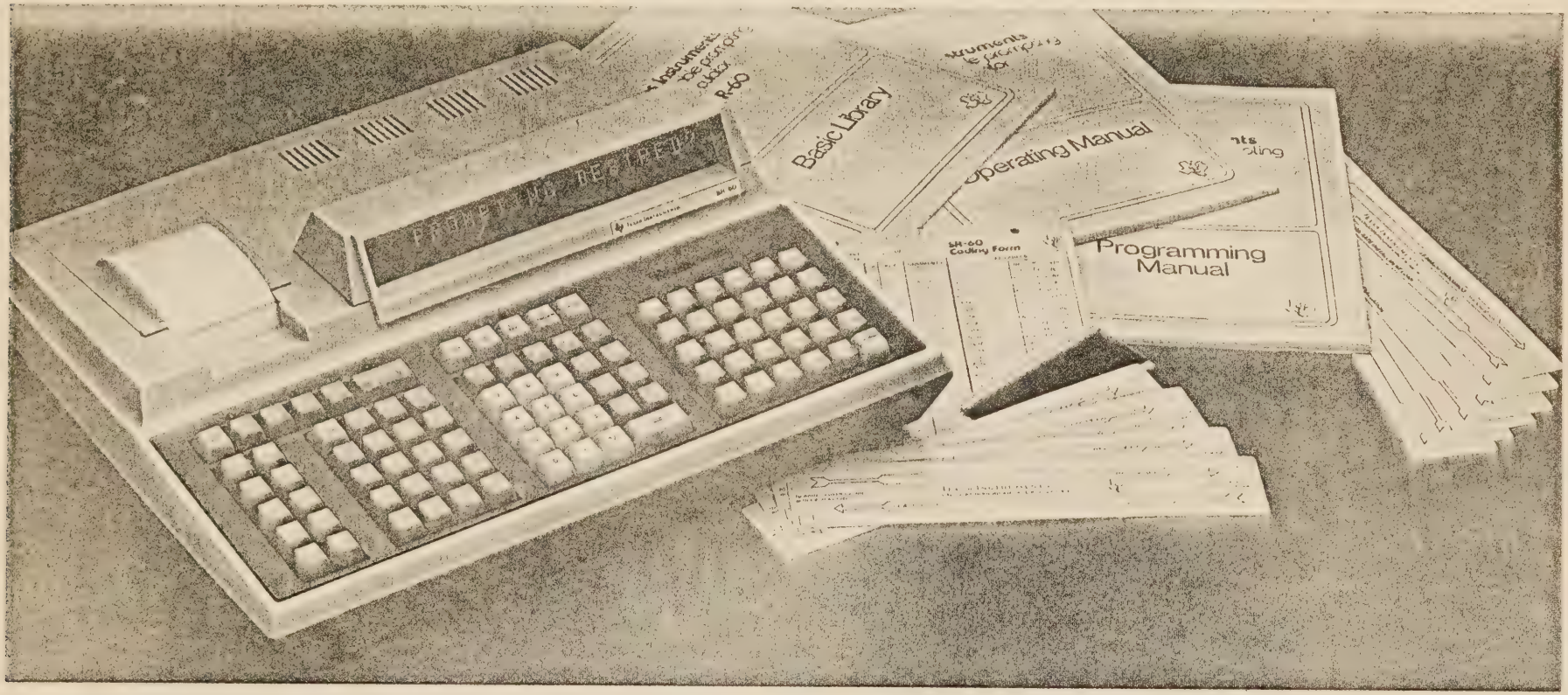
Texas Instruments SR-60 offers tremendous capability and unmatched value. With a broad assortment of software and accessories.



The SR-60 comes equipped with customized software: A 72-page Operating Manual details all keystrokes and operations. A 96-page Programming Manual provides comprehensive, detailed information and numerous examples on how to program. A Basic Library Manual shows you how to use the 8 prerecorded programs and the 2 diagnostic tests that are contained on the 5 prerecorded magnetic cards. Three blank cards and a head cleaner to remove oxides and foreign particles from the read/write head are also included. All cards can be conveniently stored in the handy magnetic-card holder. There's a 50-sheet tablet of Coding Forms and User-Instructions to help you write your own programs. And finally, a dust cover and a 3-wire 120-volt power cord which plugs into a standard 115-volt outlet complete the package. (Note: The SR-60 can also be operated by 220-volts by placing its voltage switch in the 220 position and changing the power cord.)

The technological achievement beneath the keyboard is the reason the SR-60 offers so much programming value.

A full-function scientific calculator is a state-of-the-art product reflecting state-of-the-art technologies. It's logical, then, to look first to the manufacturer known worldwide for both—Texas Instruments.

TI has long been a leader in solid-state technology and has pioneered a series of landmark developments relating directly to calculators: The original integrated circuit. Key patents in basic MOS/LSI technology. The "calculator-on-a-chip" integrated circuit which became the heart of miniature calculators. And the basic patent on the miniature calculator itself.

TI is steeped in calculator technologies from start to finish, making all critical parts and controlling quality every step of the way. And that's the key to the exceptional quality and value of the SR-60.

TEXAS INSTRUMENTS
INCORPORATED

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CN0027

Ericsson Crossbar Private Automatic Exchange, Type ARD 636

The present inter-communications system at the Main Library, installed in 1967, is nearing the end of its useful life. Very expensive repairs are now needed with increasing frequency because of the equipment's heavy use over many years. Replacement parts have become almost impossible to obtain because the manufacturer of the present installation is no longer in business.

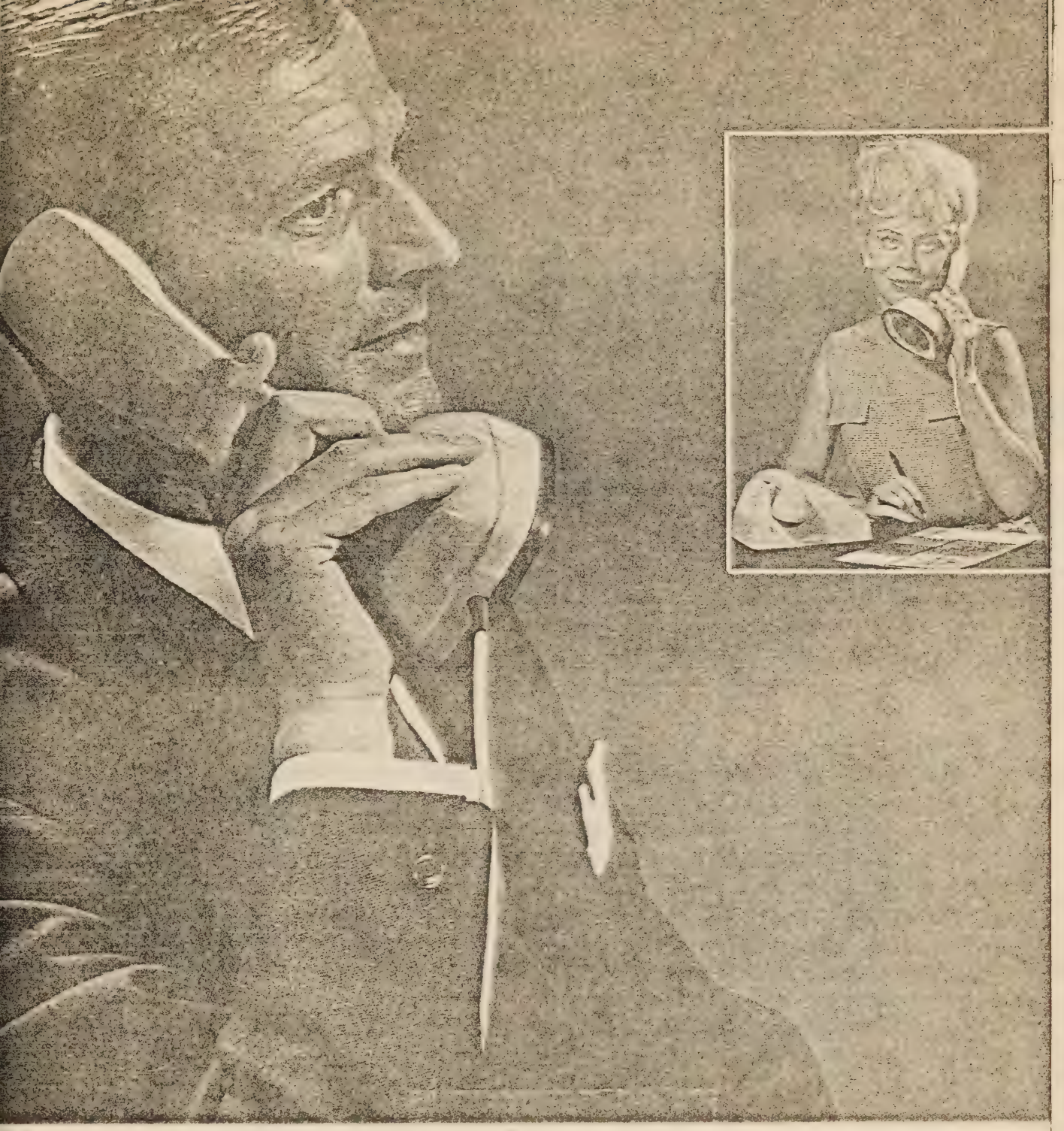
The proposed replacement has substantial technical improvements which should greatly reduce maintenance costs as the equipment grows older. It will also provide for two additional intercom connections which are badly needed.

Recommendation

1. Purchase a replacement of present intercom system.
2. Revenue Sharing Request PRIORITY #1

Ericsson ARD 636, 30-extension crossbar private automatic exchange	$4,012.00
Installation costs	420.00
Total	$4,432.00

December 6, 1977



ARD 636

Ericsson LM

The Ericsson Crossbar Private Automatic Exchange type ARD 636 is the answer to modern office requirements for efficient internal telephone service

Reserve your external telephone system for your costomers

- and keep your telephone bill down

A PAX — Private Automatic Exchange — system solves major telephone problems in efficiently run organizations. The idea is to keep your existing telephone system reserved for outside calls via the public exchange while inter-office calls are handled separately — by an L M Ericsson PAX-system.

By freeing your operator from inside calls you give her more time to attend to outside calls — customer calls. Congestion on the external telephone system will be reduced and customer recalls eliminated.

The L M Ericsson PAX type ARD 636 for 30 stations is designed for small and mediumsized offices, factories, stores, warehouses, hospitals etc. Calls are dialled and automatically switched in the unattended switchboard equipped with crossbar switches of international repute. These switches are also used in the wellknown Ericsson public exchanges delivered all over the world. Speed of operation, large handling capacity and practically no maintenance cost are characteristic features of the Ericsson Crossbar equipment.

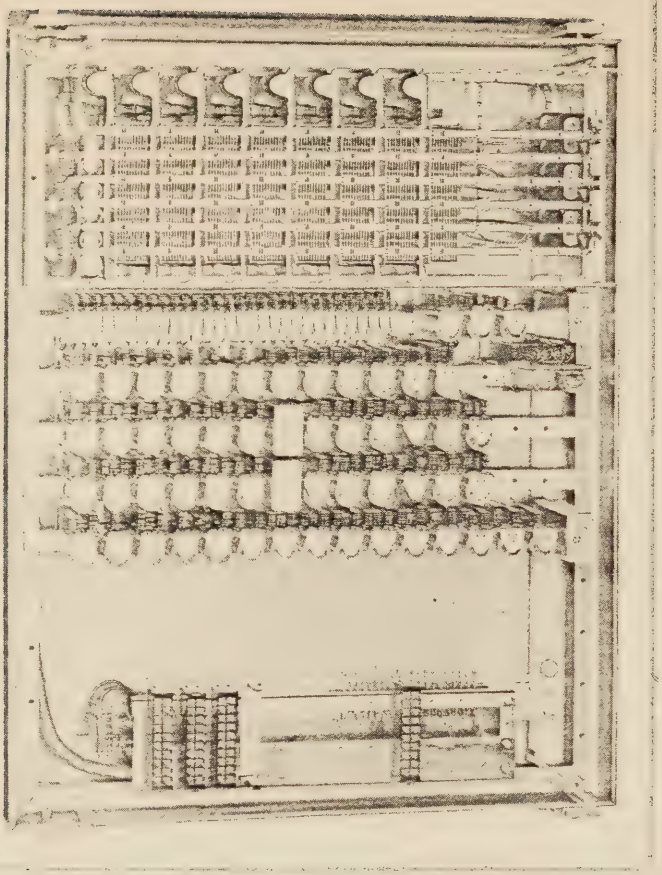
Traffic facilities

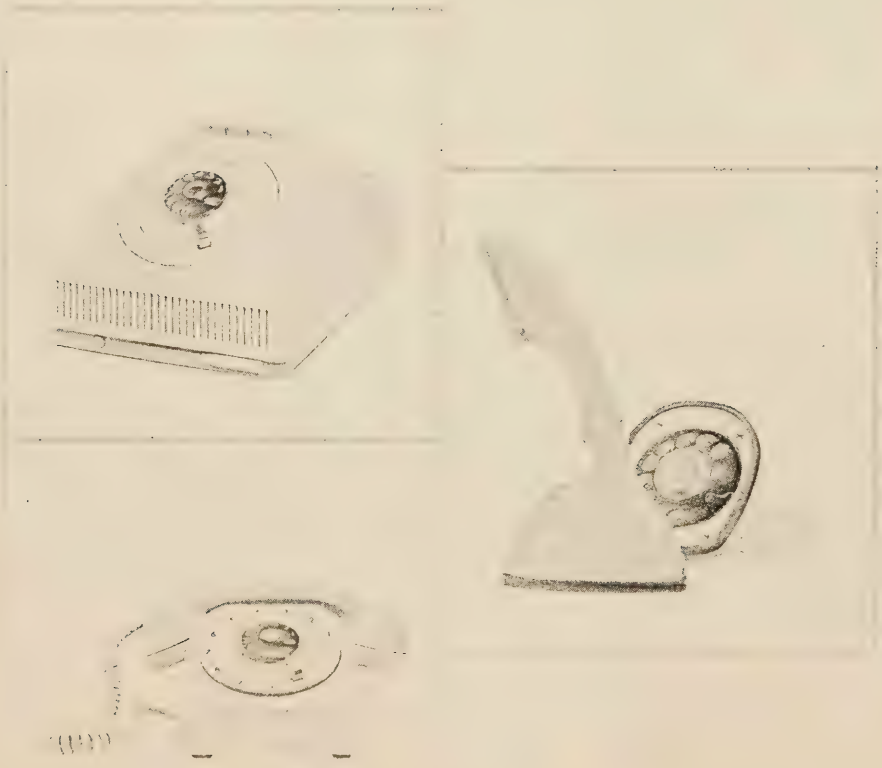
- One and two digit extension numbers.
- Automatically repeated ringing signals.
- Individual transmitter feed ensures efficient speech transmission.
- First party release.
- Priority for optional number of extensions.
- Priority calls can be established after receipt of busy tone.
- A warning tone is always issued when a priority extension enters an engaged circuit.

The PAX can also be equipped for:

Voice paging, interworking with other private switchboards, triangle calls.

The Ericsson Crossbar Private Automatic Exchange type ARD 636





ARD 636

for 30 stations

Height: 840 mm (33 1/8")
Width: 620 mm (24 3/8")
Depth: 200 mm (7 7/8")

Ericsson PAX-system ARD 636 operates with regular dial telephones as well as special types, such as conference and loudspeaking telephones. The universally admired Ericofon, the new look in telephone design, is also available for PAX-stations.

VIDEO-CASSETTE PROGRAM

See attached literature.

Kanawha County Public Library is interested in adding to its existing audiovisual services a video-cassette library for the purpose of offering programs to the public utilizing tapes from the Public Television Library's Video Tape Catalog. Kanawha County Public Library realizes the value that programs broadcasted on Public Television would have in serving special interests of the Kanawha Valley Community. If this projected service were to be instituted, Kanawha County Public Library would be able to provide to various civic groups the opportunity to use video programs according to individual schedules, projects and interests.

In order to put this program into effect, necessary equipment must be available as well as a basic collection of video-cassette tapes. After having investigated the various possibilities, it has been decided what equipment would best suit our needs. A description of the required equipment is attached, and a cost breakdown will follow.

RECOMMENDATION

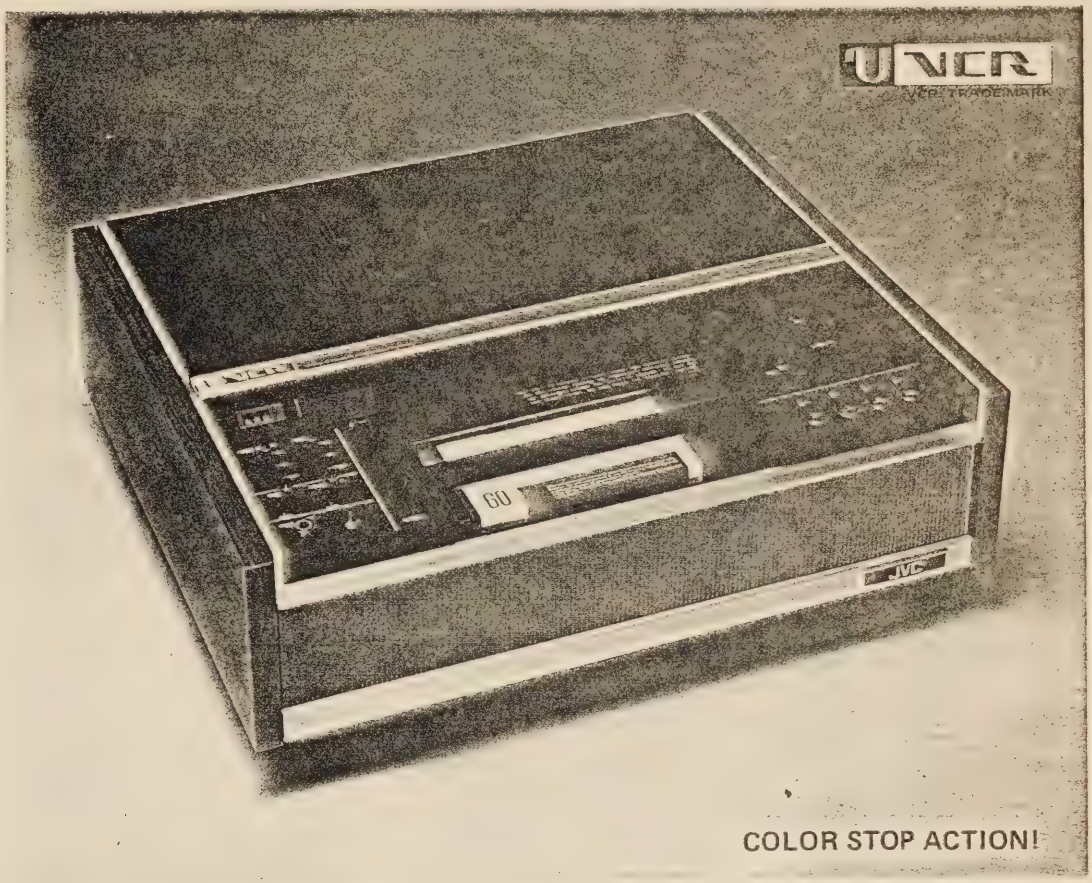
1. Purchase a video-cassette system with components.
2. Purchase a basic library of video-cassette tapes.
3. Revenue Sharing Grant Request. PRIORITY #1

1--JVC CP-5200U Videotape Playback Unit	$ 1,400.00
1--JVC KR-234U R-F Modulator	90.00
2--Zenith H2310W 23" Color Television @ $599.95 ea.	1,200.00
1--Bretford VTRC54E Television/Tapeplayer Stand	169.00
Basic Collection of video-cassette tapes @ $130.00 ea.	13,000.00
Total	$15,859.00

December 13, 1977

COLOR VIDEO CASSETTE PLAYER
CP-5200U

JVC
VC INDUSTRIES, INC.



COLOR STOP ACTION!

JVC designed the CP-5200U in response to widespread demand for a 3/4" color VCR with still-frame capability. It provides a still picture for detailed analysis of any event; frame-by-frame advance is yours with the flick of a finger.

The standard plug-in RF converter provides you with the option of playing back through either a monitor or a standard TV receiver. It can be switched to operate on either channel 5 or 6.

The U-type VCR has created an entirely new dimension in corporate and educational communications. The additional operating flexibility offered by the CP-5200U is a substantial advance in the state-of-the-art.

Crisp, clean pictures are provided by Automatic Gain and Color Control circuits.

A simple mechanical lever provides an excellent noise-free color still-frame picture.
KCA cassettes are more suitable if you use the still playback facility.

A plug-in RF converter permits playback through any conventional television.

Counter Repeat operation permits you to preset a stop point on a program and automatically repeat all program material to that point as long as desired.

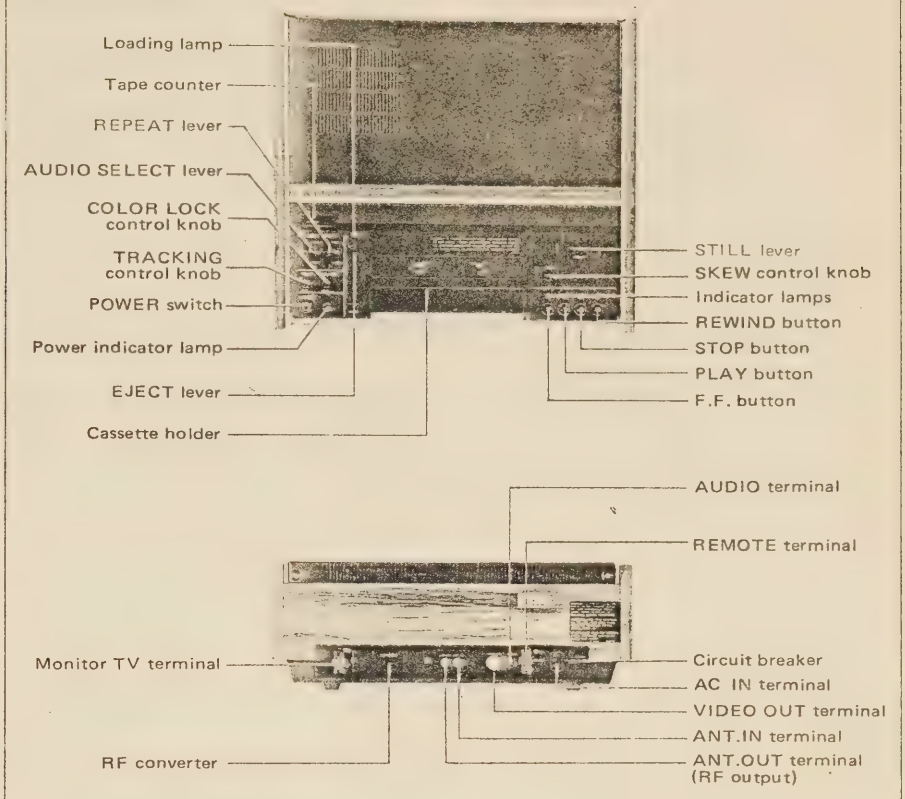
Complete solenoid operation means that you can operate the VCR without having to pound on a mechanical switch.

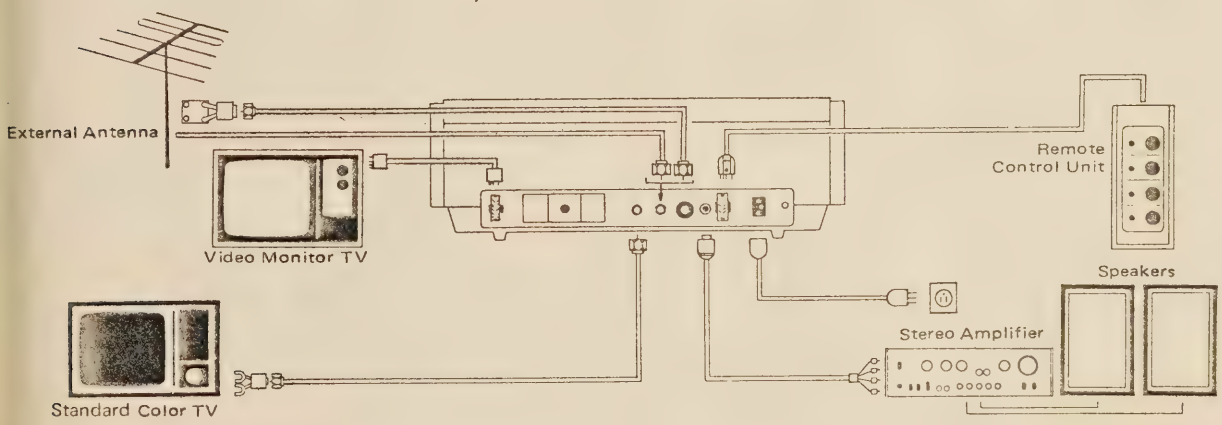
Two audio channels permit stereo operation, bi-lingual tapes, voice overs etc.

The Remote Control Unit plugs into the back of the VCR to provide complete remote operation.

CIFICATIONS

ack system	: Rotary 2-head helical scan system
ision signal	: NTSC color standard signal
ack time	: More than 60 minutes (using KCA-60 cassette tape)
speed	: 3-3/4 ips.
r consumption	: 90W
le temperature range	: 41°F to 104°F
o:	
F output	: CH-5 or CH-6 switchable on plug-in RF converter
gnal to noise ratio	: Better than 40dB
orizontal resolution	: Better than 240 lines (color)
o:	
udio output	: 0dB, 2k ohms unbalanced
udio frequency range	: 50Hz to 12,000Hz
gnal to noise ratio	: Better than 40dB
till-frame operation	: Manually controlled
r source	: 120V, 60Hz
nsions	: 7-9/16"(H) x 20-5/8" (W) x 17-11/16"(D)
ht	: 57.3 lbs.





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Printed in Japan

3M VQC II Coin-Operated Photocopy Machine

Availability of fast, convenient photocopy equipment is an absolute necessity to protect materials which otherwise would be subject to theft or irreparable damage. Present use of our leased Xerox photocopy machine by library patrons amounts to over 5,000 copies per month.

Ownership of our own equipment without a capital outlay to amortize would greatly increase our photocopy revenue or make possible, for the considerable benefit of library patrons, the reduction of the present charge of 10¢ per sheet to 5¢.

Recommendation

1. Purchase of a coin-operated photocopy machine.

2. Revenue Sharing Request PRIORITY #2

3M VQC II Photocopy Machine	$2,215.38
Coin-Op Attachment	253.00
Stand	219.00
Security Cover	104.86
Maintenance Contract, one-year	350.00
Total	$3,142.24

December 6, 1977

The versatile, quality dry copier

From 3M comes a remarkable new dimension in the copying field: the 3M Brand "VQC" II Dry Process Copier.

The "VQC" II starts making sharp, clear copies the instant you turn it on. It uses no heat, and needs no warm-up time. That means you get your first copy in only 6 seconds, and 20 copies per minute thereafter.

You can get quality copies of solids, halftones, and fine lines. You can even copy from bound pages or three-dimensional objects. Copies all colors, photos, halftones, even fine line drawings and blueprints.

The exclusive 3M Magne-dry process eliminates mess and irritating odors from supply loading. Loading is quick and easy with a minimum of down time.

The "VQC" II offers you even more. A versatility by-pass feature, which allows you to copy on colored sheets, or get a computer print-out sized copy from most computer originals without changing the roll.

You will find many other advantages to the compact, desk-top, 3M "VQC" II. We invite you to compare it and its exclusive Magne-dry process with any other copier in its range.

See your local 3M Business Products Center for a demonstration in your office. If you're really serious about copier efficiency, it's time to call us.

Specifications:

Size: 235 lbs. 12⅞" x 46⅝" x 21⅞"

Speed: 20 copies per minute

Copy Size:
Widths up to 10⅛"
Lengths up to 14"

Original size:
Accommodates originals up to 10⅛" x 14" as well as 3-dimensional or stapled originals.

Supply Capacity:
830' Roll producing 900 11" copies.

Power requirements:
105 to 125 volts
15 amps.

SISSONVILLE INSTANT LIBRARY

Kanawha County Public Library extends public library service to residents of the Sissonville area through its Mobilibrary. The "library on wheels" makes four visits each month for a total service time of approximately eight hours.

There is a need for more adequate service and a permanent facility. Sissonville covers 120 square miles and counts 10,872 population according to the 1970 census.

The Library Board of Directors adopted in February, 1977 a Statement on Branch Expansion Plans which reads in part as follows:

> "There is general agreement that the three areas of greatest present and future growth within the county are: (1) Cross Lanes, (2) Big Chimney/Pinch/Quick, and (3) Sissonville. It should be noted that Cross Lanes has a library facility, Big Chimney/Pinch/Quick is about to have one, and land at a school site in the Sissonville area has been reserved to Kanawha County Public Library for library purposes."

Recommendation

1. Install an Instant Library.

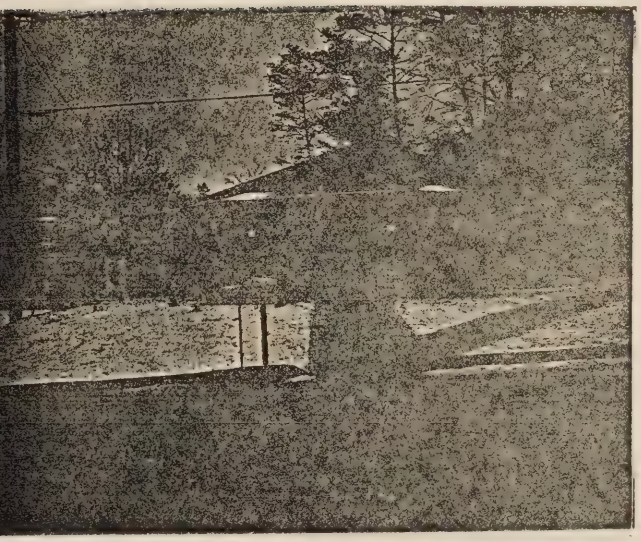
    a) Please see photograph of Cross Lanes Instant Library which is enclosed.

2. Revenue Sharing Grant Request PRIORITY #1

Installation	$40,000.00
Land Acquisition	3,000.00
Site Preparation	1,000.00
Furniture and Equipment	7,500.00
Architectural Fees	1,000.00
Miscellaneous	1,000.00
Operation and Maintenance, one year	27,000.00
Total	$80,500.00

December 6, 1977

ROSS LANES
UBLIC LIBRARY
A BRANCH OF
KANAWHA COUNTY
PUBLIC LIBRARY



LIBRARY HOURS

FALL, WINTER, SPRING	
TUESDAY	Noon - 9:00
WEDNESDAY	8:30 - 5:30
THURSDAY	Noon - 9:00
FRIDAY	8:30 - 5:30
SATURDAY	8:30 - 5:30

CLOSED SUNDAY & MONDAY

SUMMER	
MONDAY	8:30 - 5:30
TUESDAY	Noon - 9:00
WEDNESDAY	8:30 - 5:30
THURSDAY	Noon - 9:00
FRIDAY	8:30 - 5:30

CLOSED SATURDAY & SUNDAY

THE CROSS LANES BRANCH LIBRARY IS HERE TO SERVE YOU WITH . . .

- ★ BOOKS
- ★ NEWSPAPERS
- ★ PHONOGRAPH RECORDS
- ★ PUZZLES & GAMES
- ★ PAPERBACK BOOK EXCHANGE
- ★ PAMPHLET FILE
- ★ COPY MACHINE

OTHER LIBRARY SERVICES INCLUDE

FRAMED ART REPRODUCTIONS AND SCULPTURE

SERVICES FOR THE HOMEBOUND

SERVICES FOR THE BLIND AND PHYSICALLY HANDICAPPED

FILMS FOR LOAN

. . . AND MORE. ASK YOUR LIBRARIAN OR CALL US!

776-5999

CROSS LANES BRANCH LIBRARY

Cross Lanes has the first "instant" branch of the Kanawha County Public Library. The Library was ma
possible through the efforts of the West Virginia Library Commission, the Kanawha County Commissio
the Kanawha County Board of Education, the Kanawha County Public Library . . . and many individu
and organizations in the Cross Lanes community.

The Cross Lanes Junior Women's Club was instrumental in establishing the Library. The Club selected
citizens to serve as board members and advisory council, and the Library was officially launched.

The West Virginia Library Commission provided the pre-engineered, octagonal building and the servic
of an architect. The Kanawha County Commission gave more than $45,000 for construction costs. T
Library's ideal location was made possible by the Kanawha County Board of Education. Library resourc
are provided by the Kanawha County Public Library.

OUR COMMUNITY MUST CONTRIBUTE $2,500.00 ANNUALLY FOR THE CONTINUED OPERATION AND GROWTH OF THE CROSS LANES BRANCH LIBRARY.

* DO YOUR PART
* PLEDGE YOUR SUPPORT
AND
* USE THE LIBRARY!

LIBRARY YOUR COMMUNITY

Full Library Service in Your Neighborhood

CROSS LANES LIBRARY

A Branch of Kanawha County Public Library

5459 Big Tyler Road
Charleston, West Virginia 25312
776-5999

WE WELCOME YOU!

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 11, 1978

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 11, 1978 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mr. Fisher
Mr. Kuhns
Mr. Ray
Mr. Smith
Mr. Springer

Also present was Mr. Joel Stern, Assistant Director.

The Secretary reported that a quorum was present.

The minutes of the December 7, 1977 meeting were approved.

Correspondence. The Library Director reported that he had received a January 3, 1978 letter from Charles Hively, AIA, Wilson-Goff Associated Architects, pertaining to the matter of "enclosing the porch" at the Cross Lanes Instant Library for purposes of achieving greater comfort and reduced heating costs. A copy of this letter was mailed previously to members of the Library Board. There was discussion. It was ordered that the matter be referred to the Committee on Building and Grounds, Mr. Ray, Chairman.

The Library Director reported, also, that Mr. Springer received a letter from Senator Byrd with enclosure to Senator Byrd from Warren D. Landis, Deputy Administrator, Wage and Hour Division, U. S. Department of Labor,

concerning the payment of federal minimum wages by public libraries of America. Copies of the letters were mailed previously to members of the Library Board. Mr. Landis stated that the inquiry is under consideration and has not been resolved. The Office of the Solicitor of Labor will determine if the public library is engaged in activities which are a part of traditional government services. There was discussion afterwards.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of December, 1977. Included were the following:

1. The Library Director reported that Mrs. Margaret Hosimer, Librarian, Glasgow Branch Library elected to take a leave of absence effective January 1, 1978.

2. Mr. Russell Hansford, Marmet Jr. High School teacher and resident, has been designated by Mayor Sutphin to serve as that Community's representative to inquire about the installation of a library facility. (There was discussion. It was ordered that the matter be referred to the Committee on Long Range Planning, Mrs. Smith, Chairman.)

3. Mr. Bowman and the Library Director were appointed by Governor Rockefeller to serve as members of the Advisory Committee for the Governor's Conference on Libraries scheduled to be held in Charleston on January 19, 1978.

4. Kanawha County Public Library is in receipt of the following cash gifts:

a)	Jacobson Foundation in memory of L. K. Lovenstein	$1,000.00
b)	Annie Vail	500.00
c)	John V. Ray Fund	301.00
d)	Mr. and Mrs. Robert W. Lawson Memorial Fund	105.00

5. The current investment of $30,000 in a 90 day Certificate of Deposit is scheduled to pay 7% interest. The previous interest rate on the same amount for the same time period was 7%.

6. The Links, Inc. Charleston/Institute Chapter and Kanawha County Public Library will sponsor and present ROOTS: The Triumph of an American Family. A best seller. The television event of 1977 and a celebrated movie. The first episode of Alex Haley's novel will be shown on Sunday, January 22, 1978 at 1:30 and 3:30 p.m.

7. Mr. Snyder invited all members of the Library Board to a special dedication of the new Kanawha/ Charleston Health Center, Dewey E. S. Kuhns Building. Ceremonies are scheduled to be held on Saturday, January 21, 1978 at 11:00 a.m. Y'all come.

Approval of Bills. The Library Director submitted Book Bills List No. 247 ($24,593.74) and General Bills List No. 247 ($12,106.23) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Anderson, seconded by Mr. Springer and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 246 ($3,991.09) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Anderson, seconded by Mr. Kuhns and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Springer reported some preliminary work has been done on the proposed budget for the 1978/1979 fiscal year by the Chairman, Mr. Stern and Mr. Winowich. The Chairman announced that a meeting of the Budget Committee will be held on Wednesday, January 25, 1978 at 2:00 in the Board Room of the Library. Discussion followed.

Outstanding Checks. Mr. Springer reported that certain outstanding checks, issued previously, should be cancelled with the provisio that they

may be reissued should valid claims arise. The checks to be cancelled are recorded as follows:

Date	Payee	Check No.	Amount
4-29-77	Margaret Garska	314080	$ 3.81
10-19-76	Omega Communication	414469	4.95
6-21-77	Sheila Sage	415508	3.84
			$12.60

After discussion, it was moved by Mr. Springer, seconded by Mr. Kuhns, that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above which appeared in the audit, with the provisio that a check may be reissued should a valid claim arise. Motion carried.

Community Service Committee. The Library Director reported that a meeting was held on Thursday, January 5, 1978 at 2:00 p.m. in the new Dunbar Public Library building for the purpose of considering transfer of title "to the land, building, equipment, furniture, and fixtures, and other property therein to Kanawha" from Dunbar. Persons in attendance were:

Mr. Snyder
Mr. Bowman — Mr. Herman Smith
Miss Long (Extension Chief) — Mrs. Smith — Mr. Maxwell
Mr. Wrenn (Branch Librarian)
Mr. Winowich

It was agreed, among the members present, that the new library could begin operation with Dunbar in charge and until such time when the deed is executed.

Copies of a deed between Kanawha County Commission and the Dunbar Public Library made on November 17, 1976 were distributed. Discussion followed. It was agreed that a corrective deed was essential. Subsequently, Mr. Harvey, City Attorney, Dunbar and Mr. Ray, prepared a

satisfactory document. Mr. Ray announced that Mrs. Smith, Mr. Harless and Mr. Winowich will meet with the Kanawha County Commission for the purpose of executing the corrective deed. When this is completed, Kanawha County Public Library, he said, could accept deed to the new Dunbar Public Library and begin operation as a branch library.

Elk Valley Branch Library. Mr. Smith gave a report on the Elk Valley Library. He stated that he was pleased with the library, its activities, staff, progress and services.

NEW BUSINESS

Comprehensive Employment Training Act. (CETA). Mr. Stern reported that the Library's previous experience with CETA (Manpower) personnel, a federally funded program to make jobs for the unemployed/under-employed, was very good. Subsequently, the Library Director was invited to submit a letter of requisition to the Kanawha County Commission for the employment of 13 CETA personnel at Kanawha County Public Library. They would be required to perform specific tasks which were postponed or delayed because of budgetary limitation. Discussion followed. It was ordered that the letter of December 27, 1977 addressed to Kanawha County Commission in response to the employment of CETA personnel at Kanawha County Public Library be filed with the minutes of this meeting.

Proposed Sissonville Instant Library. Mr. Fisher reported that Mr. Snyder, Mr. Winowich, Mrs. Shepherd, Mr. Acord (Board of Education) and he met on Tuesday, December 13, 1977, at lunch, to discuss the proposed instant library project and to look at the three possible sites. It was agreed that the most desirable site, at the entrance to Virgil Flynn Elementary School property/church-residential area was most desirable

because of the visibility and accessibility factor. There was discussion afterwards.

February, 1978 Meeting of the Library Board of Directors. The President announced that the next meeting of the Library Board would be held on Wednesday, February 8, 1978 at 2:00 p.m.

There being no further business, the meeting on motion adjourned.

Walter F. [illegible]
President

Richard Kminiak
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 8, 1978

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 8, 1978 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mr. Fisher
Dr. Harper
Mr. Kuhns
Mrs. Smith
Mr. Smith
Mr. Springer

The Secretary reported that a quorum was present.

The minutes of the January 11, 1978 meeting were approved.

Correspondence. The Library Director reported that the following letters were received:

1. Tug Valley Recovery Center Inc.

   In appreciation of the nearly 1,000 books sent to Williamson, West Virginia by Kanawha County Public Library. The gift consisted of juvenile and adult titles; all of which were surplus to our needs. Following discussion, the letter was ordered filed.

2. M. Joseph Thomas, Attorney, Kanawha County Commission.

"January 26, 1978

"Mr. Nick Winowich
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia

"RE: Corrective Deed - Dunbar Public Library

"Dear Mr. Winowich:

"I received a copy of the corrective deed in your memorandum correspondence of January 23, 1978,

and pursuant to your request I have reviewed the same.

"I am somewhat unclear as to the motivation of the Dunbar Public Library in requesting that the corrective deed dated January 16, 1978, be executed by the County Commission. It would appear to me that the execution of the same gives up a benefit that the County Commission presently has as set forth in the deed of conveyance of November 17, 1976.

"I would suggest that you make arrangements to again appear before the County Commission on a date and time certain so that I may have the benefit of your logic in desiring the execution of the corrective deed. Likewise, it might benefit the Commission and their decision and myself in the ultimate advice to be given in this instance for Mr. Harvey to be present. I am notifying him by carbon copy of this correspondence and requesting that he enlighten me in respect to the corrective instrument.

"I shall look forward to further discussion and clarification on this matter.

"Very truly yours,

/s/ M. Joseph Thomas
M. Joseph Thomas

"MJT:tf
"cc: Thomas L. Black
Alfred L. Shephard
John D. Catalano
Robert M. Harvey"

There was no discussion, at this time, since consideration of the Corrective Deed was an agenda item to be reported later in the meeting.

3. Letters to and from Governor Rockefeller, Mr. Snyder, Mr. Beall (Chairman, West Virginia Library Commission) and Nicholas Winowich pertaining to the budget support of West Virginia's public libraries and its Library Commission. Mr. Springer invited and encouraged Library Board members to write to Governor Rockefeller in support of the Library Commission budget for fiscal year 1978/1979. There was discussion. Afterwards, the letters were ordered filed.

Library Pin Pal Dinner. Mr. Snyder reported that the West Virginia Library Association and the West Virginia Library Commission will sponsor the 5th Annual Library Appreciation Day. The special occasion will honor Governor John D. Rockefeller, IV and members of the 63rd West Virginia Legislature. Some particulars, he said, are noted as follows:

Date:	Thursday, February 23, 1978
Place:	Charleston Holiday Inn/Charleston House
Reception:	6:00 p.m.
Dinner:	7:30 p.m.
Cost:	$10.00 per person
Speaker:	George Plimpton
Master of Ceremonies:	Honorable, Sam Harshbarger

Discussion followed.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of February, 1978. Included were the following:

1. The new Dewey E. S. Kuhns Building (Kanawha Charleston Health Center) was dedicated Saturday morning, February 4, 1978 at 11:00 a.m. The occasion was exciting, the day was beautiful and the crowd was extremely large and responsive.

2. A colored photograph was exhibited to the members present of the new Dunbar Public Library. A picture story was published on February 7, 1978 by Charleston Newspapers in their Metro West Marketeer section which is intended as a shopping guide for Western Kanawha and Putnam Counties.

3. Members of the staff were part of a group who were present when the West Virginia Library Commission submitted its budget request to both Senate and House Finance Committees on February 2, 1978. The Library Commission recommended adoption of the Governor's request of $3,000,000 for Grant-In-Aid. If passed, this could mean an additional income to Kanawha County Public Library of approximately $58,000.00.

4. Kanawha County Public Library and The Links, Inc. were pleased with the patron response to the film showing of ROOTS in The John V. Ray Room. The audience of juveniles, young people and adults was standing room only for the three episodes shown to date.

5. Ebsco Industries, one of the giants in the periodical subscription business, offered to place a select number of magazines, free of charge, in each branch library. Each item would be housed in a special clear plastic holder which would carry a "commercial" (from an area business) on the cover. There was discussion. Afterwards, upon motion of Mrs. Smith, seconded by Mr. Smith it was unanimously

RESOLVED, That Kanawha County Public Library reject the magazine cover and periodical gift proposal.

Approval of Bills. The Library Director submitted Book Bills List No. 248 ($25,263.30) and General Bills List No. 248 ($10,896.86) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Anderson, seconded by Dr. Harper and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 247 ($1,254.41) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Anderson, seconded by Mr. Springer and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Elk Valley Branch Library Project. Mrs. Anderson moved that payments as submitted be approved. They are recorded as follows:

Boll Furniture	$ 936.14
A. B. Dick Products	250.00
Robert M. Huffman Co.	1,464.80
Clendenin Lumber and Supply Co.	41.85
	$2,692.89

The motion was seconded by Mr. Smith, and, upon a vote being taken, it was carried.

Budget Committee. The Library Director and Miss Ammar were excused from the meeting. Mr. Springer, Chairman, Budget Committee, reported and submitted a proposed budget for the fiscal year 1978/1979. Copies were mailed previously to all members of the Library Board and copies were distributed also to the members present. Following an explanation of the document and discussion, upon motion by Mr. Kuhns, seconded by Mrs. Smith, it was moved that the Budget for 1978/1979 be adopted as submitted. Afterwards, a vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha County. Mr. Kuhns moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1978, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Smith, and upon a vote being taken, the motion carried unanimously.

Mr. Kuhns moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1978, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Smith, and upon a vote being taken, the motion carried unanimously.

Mr. Kuhns moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1978, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Smith, and upon a vote being taken, the motion carried unanimously.

Money Management. Mr. Springer, Chairman, Budget Committee, proposed that when a favorable cash flow position is achieved by Kanawha County Public Library it is good dollar management to invest such funds from time to time. A similar practice, he said, is practiced by the Board of Education of the County of Kanawha. Considerable discussion followed. Afterwards, upon motion of Mr. Kuhns, seconded by Mr. Fisher, it was unanimously

RESOLVED, That if at any time or from time to time it be determined that sufficient funds are on hand in the Kanawha County Public Library Fund demand deposit account which may be more than normally required for the payment of incurred expenses, the Treasurer of the Library Board, Nicholas Winowich, upon the advice and consent of the Budget Committee, Kanawha County Public Library Board of Directors, is authorized, empowered, and directed to invest such funds from time to time in any or all of the following:

1. With the Municipal Bond Commission;

2. In guaranteed certificates of deposit issued by the depository or bank;

3. In other guaranteed investments such as treasury bills, treasury notes, or certificates of deposit issued either by the United States Government or by a banking institution in which federal and state guarantees are applicable.

RESOLVED FURTHER, That the Treasurer of the Library Board report the current amount and distribution of such investments at each regular Meeting of the Library Board of Directors.

RESOLVED FURTHER, That the President of the Library Board of Directors be authorized and directed to furnish a copy of this RESOLUTION to the Library's fiscal agent, The Board of Education of the County of Kanawha, to the treasurer of the Board of Education of the County of Kanawha, and to such other persons who may, from time to time, properly require same.

Community Service Committee. Mrs. Smith and the Library Director reported on the Corrective Deed meetings with Kanawha County Commission held on January 19, 1978 and again on February 2, 1978. Changes in the original deed, executed November 17, 1976, were essential and critical to the branch relationship between Kanawha County Public Library and Dunbar Public Library. A corrective deed prepared by Mr. Robert Harvey, city attorney, Dunbar, and Mr. John L. Ray was submitted to Kanawha County Commission for execution and is recorded in the minutes of this meeting as follows:

THIS CORRECTIVE DEED, Made this 16th day of January, 1978, by and between the COUNTY COMMISSION OF KANAWHA COUNTY, WEST VIRGINIA, a public corporation, party of the first part, and the DUNBAR PUBLIC LIBRARY, a public corporation, party of the second part;

W I T N E S S E T H:

WHEREAS, by deed dated November 17, 1976, of record in the office of the Clerk of the County Commission of Kanawha County, West Virginia, in Deed Book 1814, page 212, the party of the first part conveyed the property described hereinbelow to the party of the second part and erroneously included in said deed a reverter clause in favor of the party of the first part;

WHEREAS, the party of the first part desires to correct said deed by eliminating said reverter clause therefrom and making the conveyance of said property subject only to the terms set forth hereinbelow;

NOW, THEREFORE, that for and in consideration of the premises and the sum of Ten Dollars ($10.00) cash in hand paid and other good and valuable considerations, the receipt of all of which is hereby acknowledged, the party of the first part does hereby grant and convey unto the party of the second part all of that certain tract or parcel of land, together with the improvements thereon and the appurtenances thereunto belonging, situate in the City of Dunbar, Kanawha County, West Virginia, and being more particularly bounded and described as follows:

BEGINNING at an iron pin corner at intersection of Myers Avenue and 12th Street, being the southeast corner of Lot 223; thence along Myers Avenue and edge of sidewalk, S. 84° 42' W. 119.80 feet to an iron pin at edge of 20 foot alley; thence leaving Myers Avenue and along east edge of alley, N. 5° 18' W. 203.81 feet to an iron pin at the south edge of Ohio Avenue sidewalk; thence along sidewalk, S. 79° 06' E. 124.11 feet to an iron pin at west edge of sidewalk on 12th Street; thence along sidewalk, S. 5° 31' E. 169.18 feet to the point of beginning, being Parcel No. 5 of Dunbar Urban Renewal Authority and containing 22,277 square feet and taking in all of Lots 217 through 223 of Block F of said City of Dunbar, Kanawha County, West Virginia, as the same is shown on that certain map entitled "Plat For Dunbar Urban Renewal Authority Showing New Parcel No. 5 Total Area - 22,277 Sq. Ft. Situated In Block F City of Dunbar Kanawha County

West Virginia" Scale 1" = 40' dated September 30, 1975, prepared by Midwest Technical Inc., which map is of record in Deed Book 1814, page 214 in said Clerk's office.

In the event the property hereby conveyed shall no longer be used for any public purpose whatsoever, then the party of the second part, or its successor in title, as the case may be, will reconvey said property to the party of the first part by a duly executed and acknowledged deed of conveyance; provided, however, that if the building on said property shall be damaged or destroyed by an act of God, fire, flood or other casualty, and if the party of the second part or its successor in title, as the case may be, elects within six (6) months after the occurrence of such damage or destruction to repair or rebuild said building, said property shall be deemed to be used for public purposes, within the meaning of such term as set forth hereinabove, during said six month period and during the period in which the building is being repaired or reconstructed.

As provided by law, the party of the first part does hereby declare that this deed is not subject to the state excise tax on the privilege of transferring real property because it is a transfer from a political subdivision of the State of West Virginia.

IN WITNESS WHEREOF, the party of the first part has caused its name to be signed and its corporate seal to be hereunto affixed by its proper officer, thereunto duly authorized, all as of this 16th day of January, 1978.

COUNTY COMMISSION OF KANAWHA COUNTY,
WEST VIRGINIA

By_____
Its President

STATE OF WEST VIRGINIA

COUNTY OF KANAWHA, To-Wit:

The foregoing instrument was acknowledged before me this _____ day of January, 1978, by _____, of the COUNTY COMMISSION OF KANAWHA COUNTY, WEST VIRGINIA, a public corporation, on behalf of the corporation.

My commission expires _____.

_____
Notary Public
Kanawha County, West Virginia

After considerable discussion at the February 2, 1978, it was moved, seconded and passed unanimously by Kanawha County Commission that the Corrective Deed issue be referred to attorneys Bowman, Harvey, Ray and Thomas for the purpose of preparing and submitting a document acceptable to Kanawha County Commission.

Glasgow Librarian. Mrs. Margaret O. Hosimer, Librarian, Glasgow Branch Library, resigned effective January 16, 1978. Miss Joy Bemesderfer, a graduate of Bethany College, Class of 1975 and formerly employed by the Ohio County Public Library, was appointed Librarian, Glasgow Branch Library, effective February 1, 1978.

March, 1978 Meeting of the Library Board of Directors. The President announced that the next meeting of the Library Board would be held on March 8, 1978 at 2:00 p.m.

There being no further business, the meeting on motion adjourned.

_____
President

Nicholas Winnick
_____
Secretary

BUDGET 1978/1979
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Professional	$349,706	
Non-Professional	386,466	
	$736,172	
Books		
Books	$151,400	
Audio-Visual	12,800	
Periodicals	29,200	
	$193,400	
Other Expenses		
Salaries-Building	$ 66,671	
Social Security	48,516	
W. Va. Public Employees Insurance	34,600	
Supplemental Personnel Costs	16,540	
SubTotal-Other Personnel Costs	166,327	
Building Supplies	4,900	
Furniture and Equipment	3,500	
Insurance	8,500	
Library Programs and Continuing Education	2,000	
Miscellaneous	6,300	
Office and Library Supplies	28,300	
Repairs and Maintenance	9,000	
Service Contracts	15,605	
Travel	3,850	
Utilities	64,396	
Vehicles-Operating and Maintenance	9,800	
	322,478	
TOTAL OPERATING EXPENSES		$1,252,050
OTHER CAPITAL SUPPORT		
Building Purchase Contract		28,717
TOTAL BUDGET-KCPL		$1,280.767
OTHER LIBRARIES		
Nitro	8,821	
Clendenin	1,582	
SUBTOTAL - OTHER LIBRARIES		10,403
GRAND TOTAL		$1,291,170

Other Income

State Sinking Fund	$ 10,000	
St. Albans	13,893	
Dunbar	15,000	
Elk Valley	4,200	
Cross Lanes	2,900	
Miscellaneous	25,000	
Balance with Sheriff	25,000	
Grant-In-Aid	234,500	
TOTAL - OTHER INCOME	$330,493	

Appropriated Funds

Board of Education	$407,525	
County Commission	407,525	
City of Charleston	145,627	
TOTAL - APPROPRIATED FUNDS	$960,677	
GRAND TOTAL		$1,291,170

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - PROFESSIONAL

Position	Employee	Monthly Salary	Annual Salary
Branch Librarian, Glasgow	Joy Bemesderfer	$ 810	$ 9,720
Circulation Librarian	Barbara Charlton	890	10,680
Circulation Librarian	Sara Sue Wright	890	10,680
Branch Librarian, Cross Lanes	Sara Mathewson	927	11,124
Extension Librarian	Mary Amstutz	940	11,280
Extension Librarian	Sarah Kelley	940	11,280
Homebound Librarian	Barry Geesey	940	11,280
Circulation Librarian	Susan Hitchens	940	11,280
Children's Librarian, Branch, SA	Kathleen Whalin	990	11,880
Children's Librarian	Luann Toth	990	11,880
Processing Librarian	Claudia Benton	1,083	12,996
Branch Librarian, Dunbar	Thomas Wrenn	1,100	13,200
Branch Librarian, Elk Valley	Kathleen McEvoy	1,100	13,200
Reference Librarian	Gretchen Schwinger	1,140	13,680
Processing Librarian	Evelyn Coskey	1,140	13,680
Reference Librarian	June Martin	1,140	13,680
Chief Circulation Librarian	Shirley Smith	1,260	15,120
Chief Extension Librarian	Marilyn Long	1,260	15,120
Chief Children's Librarian	Helen Thomas	1,265	15,180
Chief Reference Librarian	Frances Gerard	1,265	15,180
Branch Librarian, St. Albans	Helen Miller	1,400	16,800
Chief Processing Librarian	Ruth Figgatt	1,400	16,800
Assistant Director	Joel Stern	1,613	19,356
Director	Nicholas Winowich	2,421	29,052
Substitute Librarians		Hourly	11,010
Sunday Services - Main Library		Hourly	4,568
			$349,706

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Ref. - half time		$ 255	$ 3,060
Junior Clerk, Circ. - half time		255	3,060
Junior Clerk, Proc. - half time		255	3,060
Senior Clerk, Admin. - half time		275	3,300
Junior Clerk, St. Albans		510	6,120
Junior Clerk, Reference		510	6,120
Junior Clerk, Extension		510	6,120
Junior Clerk, Circulation		510	6,120
Junior Clerk, Circulation		510	6,120
Junior Clerk, Boys and Girls		510	6,120
Junior Clerk, Branch, SA	Betsy Vaughn	530	6,360
Junior Clerk, Branch, EV	Melissa Morrison	530	6,360
Junior Clerk, Branch, Dunbar	Mitzi Spangler	530	6,360
Junior Clerk, Extension	Arrietta Smith	530	6,360
Junior Clerk, Circulation	Diane Carte	530	6,360
Junior Clerk, Processing	Traletta Wallace	530	6,360
Junior Clerk, Boys and Girls	Jacquline Merritt	530	6,360
Junior Clerk, Branch, Dunbar	Betty Good	550	6,600
Junior Clerk, Extension	Jane Thurston	550	6,600
Junior Clerk, Circulation	Darlena Harris	550	6,600
Junior Clerk, Processing	Susan Ferguson	570	6,840
Junior Clerk, Boys and Girls	Patricia Neil	570	6,840
Senior Clerk, Processing	Mary Penn	575	6,900
Junior Clerk, Circulation	Nancy Pennington	577	6,924
Junior Clerk, Processing	Vicki Townsend	577	6,924

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Processing	Kathryn Hughes	592	7,104
Junior Clerk, Branch, SA	Victoria Price	610	7,320
Junior Clerk, Circulation	Nova Casto	610	7,320
Junior Clerk, Circulation	Sara Meadows	610	7,320
Junior Clerk, Circulation	Mary Jo Jackson	610	7,320
Junior Clerk, Extension	Janet Lambert	610	7,320
Junior Clerk, Extension	Mary Frances Lee	610	7,320
Senior Clerk, Extension	Jay Pauley	613	7,356
Special Clerk, Branch, Glasgow	Maria Porter	630	7,560
Special Clerk, Branch, SA	Eugena Karson	630	7,560
Special Clerk, Branch, EV	Vicki McGraner	630	7,560
Special Clerk, Branch, Dunbar	Mary Hermansdorfer	630	7,560
Senior Clerk, Reference	Onnalee Arcuri	647	7,764
Senior Clerk, Processing	Sandra Trimble	653	7,836
Special Clerk, Branch, CL	Sandra Sue Copen	660	7,920
Special Clerk, Administration	Bridget Herndon	660	7,920
Senior Clerk, Processing	Patricia Whitlock Nipps	675	8,100
Messenger	Robert Frederick Henson	695	8,340
Special Clerk, Administration	Virginia Banning	732	8,784
Special Clerk, Boys and Girls	Betty Jane Harper	750	9,000
Special Clerk, Circulation	Cortez Johnson	750	9,000
Special Clerk, Extension	Franca Martin	750	9,000
Mobilibrary Driver	Ronald Finney	827	9,924
Library Associate, Acquisition	Mae Thomas	915	10,980
Administrative Assistant	Lorena Ammar	1,194	14,328
Library Aides		Hourly	18,956
Substitutes		Hourly	7,110
Sunday Service - Main Library			4,936
			$386,466

Books

Books	
Boys and Girls	$ 13,600
Circulation	34,000
Cross Lanes	5,899
Extension	38,800
Reference	15,700
St. Albans Branch	11,200
Elk Valley	7,899
Dunbar	12,799
Glasgow	5,199
	$145,096
Audio-Visual	12,800
Binding	4,104
Periodicals	29,200
Freight In	2,200
	$193,400

SALARIES - BUILDING

Position	Employee	Monthly Salary	Annual Salary
Custodian, Part-time	Herbert Hundley	Hourly	$ 1,272
Custodian, Branch, Part-time,EV		Hourly	2,385
Custodian, Part-time	Charles Jarvis	Hourly	3,180
Custodian, Branch, Part-time, Dunbar		Hourly	3,975
Custodian, Branch, Part-time,SA	Edward Arbaugh	Hourly	3,975
Custodian	Jack Goodman	$ 577	6,924
Custodian	James George	586	7,032
Custodian	Joseph Harrison	606	7,272
Superintendent, Maintenance	Robert Henson	1,067	12,804
Building Superintendent	James L. Thomas	1,150	13,800
Substitutes			3,180
Sunday Service - Main Library			872
			$66,671

Social Security

Contributions on earnings up to $17,700 at rate 6.05% for July - December 1978.	
Contributions on earnings up to $22,900 at the rate of 6.13% for January - June 1979.	$48,516

West Virginia Public Employees Insurance

West Virginia Public Employee Insurance	$34,600

Supplemental Personnel Costs

Workmen's Compensation	
Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers)	$ 1,300
Amount based on Class K-4 employees (building staff)	500
Amount based on Class G-11 employees (Mobilibrary drivers)	500
	$ 2,300
West Virginia Unemployment Tax	7,940
Work Study Programs	1,800
Security Officers	3,500
Graphics	1,000
	$16,540

Building Supplies

Flourescent tubes and incandescent lamps	$1,200
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	3,700
	$4,900

Furniture and Equipment

Unspecified	$3,500

Insurance

Comprehensive Insurance	$8,500

Library Programs and Continuing Education

Library Programs	$1,000
Continuing Education	1,000
	$2,000

Miscellaneous

Legal advertising	$ 200
Audit	3,400
Refunds on lost books - paid	500
Petty Cash Disbursements	1,000
Membership	500
Interview Expenses	200
Printing	500
	$6,300

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationary, printed forms and other supplies	$ 6,000
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	15,400
Postage	
Postal cards, stamped envelopes and stamps	6,900
	$28,300

Repairs and Maintenance

General repairs and maintenance	$9,000

Service Contracts

Office Machines	$ 2,700
Library Machines	2,300
Elevators (3)	5,700
Air Conditioning	925
Rentals	3,480
Other	500
	$15,605

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting at Charleston	$ [illegible]
Director to attend American Library Association Midwinter Meeting/Washington	[illegible]
Director, Assistant Director, one Board Member and two staff members to attend American Library Association annual Summer Meeting at Chicago	2,250
Seminars/Workshops	1,050
	$3,850

Utilities

Electricity	$39,550
Fire Service Fee, Charleston	4,036
Gas	7,500
Sewerage	1,374
Telephone	9,096
Water	2,840
	$64,396

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary, truck and station wagon	$2,900
Mobilibrary - maintenance	6,400
Other Vehicle - maintenance	500
	$9,800

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 8, 1978

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 8, 1978 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Brown
Mr. Kuhns
Mrs. Myerly
Mr. Ray
Mr. Smith
Mr. Springer
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director and Mrs. Shirley Smith, Chief, Circulation Librarian.

Mr. Snyder, President, presided. The Library Director served as Secretary.

The Secretary reported that a quorum was present.

The minutes of the February 8, 1978 meeting were approved.

Publicity, Promotion, Public Relations. The President welcomed Mrs. Shirley Smith, Chief, Circulation Librarian. Mrs. Smith spoke on the subject, "Publicity, Promotion, and Public Relations." Copies of the report were distributed to the members present and is recorded as follows:

Publicity, Promotion, Public Relations

Kanawha County Public Library

I. Introduction

Public relations involves the whole staff - especially those clerks, library aides, librarians who work on a one-to-one basis with patrons.

II. Planning

A. To be effective, promotion and publicity must be planned and plotted on a yearly basis.

1. April - National Library Week

a. TV spot filmed at Kanawha County Public Library

b. fine-free week

c. book sale

2. April - Working Woman's Fashion Show

3. May - Investment Seminar

4. Summer - Brown-Bag noontime film

5. September - National Track and Field Hall of Fame

B. Monthly promotion - booked sometimes a year in advance.

1. Lively Arts Column - Charleston newspaper

2. first floor exhibit areas and displays

3. John V. Ray Room (displays)

4. Quarrier Street windows

5. This Week in Charleston magazine

6. Superintendent's Bulletin - Kanawha County Board of Education

C. Day-to-day

1. Prepare bibliographies as requested for groups (eg.-Women's Crisis Center, LaLeche, Moose meetings)

2. Guided tours - Betty Jane Harper in Boys and Girls

3. Being responsive to current needs (eg.-the H. R. Haldeman book; income tax forms, seed catalogs)

III. Project involvement - the showing of Roots (January 29 - April 9) has involved at least 60 people. But the results - between 80 and 100 people attending each Sunday - have been worth it.

IV. Promotion Development - signs to be put in KRT buses involved Mr. Winowich (original idea); Shirley Smith (rough draft and coordination); Tom Howie (graphic arts); West Virginia Library Commission (printing).

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of February, 1978. Included were the following:

1. Appalachian Power Company notified Kanawha County Public Library that electric service would be reduced by 30%. In compliance with the directive, which is subject to fines and penalties as promulgated by the Public Utility Commission, the Director reviewed energy saving measures which are in effect during the emergency:

    a) Elevator service reduced to absolute minimum operation.

    b) Interior lighting reduced.

    c) No humidity control (essential for static electricity control)

    d) No electric range service in staff kitchen.

    e) Small appliance service (coffee makers) reduced to minimum.

    f) No outside lighting.

    g) No evening hours. The library and branches close at 5:30 p.m. each afternoon.

    We "bit the bullet." The un-official reading of the electric service meter seems to tell us that we are in compliance; but with very little to spare. Considerable discussion followed.

2. Similar energy saving measures have been taken at each of the branch libraries.

3. The West Virginia Library Commission budget for fiscal 1978/1979 may be in considerable dollar danger. The House of Delegates voted to reduce appropriations, to West Virginia Library Commission, by one million dollars. The Senate voted to

recommend the total amount of $4,780,000 as proposed by the Governor. The budget document is now in conference committee for resolution. The line item most seriously affected is Grants-In-Aid. It would sustain a revenue loss of 3/4 million dollars. HELP.

Approval of Bills. The Library Director submitted Book Bills List No. 249 ($27,103.36) and General Bills List No. 249 ($22,040.29) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Smith and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 248 ($1,270.98) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Springer and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Elk Valley Branch Library Project. Mrs. Brown moved that the payments as submitted be approved. They are recorded as follows:

Oscar F. Henry Company	$ 336.60
Robert M. Huffman Co.	1,227.00
Rose City Press	29.50
Rose City Press	5,512.12
	$7,105.22

The motion was seconded by Mr. Springer, and, upon a vote being taken, it was carried.

Reports of Committees.

Budget Committee.

Money Management. Today, March 8, 1978, Mr. Springer, Chairman, reported that the Budget Committee met at 1:30 p.m. in the Board Room to

consider reinvestment of the three Certificates of Deposits currently owned by Kanawha County Public Library and due on various dates. The Certificates of Deposits are recorded as follows:

1. $30,000 Certificate of Deposit, 90 days at 7% interest, due March 9, 1978.

2. $100,000 Certificate of Deposit, 30 days at 6.75% interest, due March 17, 1978.

3. $40,000 Certificate of Deposit, 30 days at 5% interest, due March 18, 1978.

Considerable discussion followed. Afterwards, upon motion by Mr. Springer, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 90 day Certificate of Deposit in the amount of $30,000 which is due March 9, 1978 and to deposit this amount plus interest to the Public Library account; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to re-invest the 30 day Certificate of Deposit in the amount of $100,000 which is due March 17, 1978; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $40,000 and to deposit this amount plus interest in the Public Library account; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit in the amount of $50,000 at some time soon after March 18, 1978.

Motion carried.

Tariff S. S. (School Service). The Library Director and Mr. Stern reviewed the preferred electric service rates extended to schools and to the Jackson County Public Library on order of the Public Utility Commission. An annual savings estimate of $15,000 was projected although an effort is under way to determine the actual dollar count. Once this was available, it was suggested that the Library might consider the possibility of securing services of a legal expert who could advise and present the Library's case before the Public Utility Commission. Considerable discussion followed.

Assessed Valuations for 1978. Mr. Stern reported that the 1978 assessed valuations were increased by approximately 13%. This represents, he said, additional income potential to the Library which is nearly 81% of maximum.

Community Service Committee.

Dunbar Public Library. Mr. Ray reported that several telephone conversations between the County Attorney, Mr. Thomas' associate and Mr. Ray were made. Some questions remain to be resolved he said on the business of corrective deed. There was discussion afterwards.

NEW BUSINESS

Sale of Gift Books. The Library Director reported that the Library receives thousands and thousands of gift books from hundreds and hundreds of its friends. A good number are kept and added to the collection. Many are given to West Virginia Library Commission for distribution to the smaller libraries in the state. A large number are reserved for St. Albans and its Town Fair project. Yet in spite of all this, there are many volumes which remain surplus to our needs and purposes. As the result of

a previous inquiry, he reported, Mr. Richard L. Daily, State Tax Commissioner, by way of a letter dated April 26, 1974, stated that a book sale held once or twice during any calendar year would not subject the Library to either the business and occupation tax or the consumer sales tax. Discussion followed. Afterwards, upon motion of Mr. Springer, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That Kanawha County Public Library have a gift book sale not more than twice annually and that all income be added to its public library fund.

Motion carried.

Amnesty Period on Fines. Mr. Stern asked for authorization to have an amnesty period on fines during National Library Week April 2-8, 1978 for the purpose of encouraging the return of overdue materials. He stated that one was held in 1967 with great success.

After discussion, upon motion by Dr. Wallace, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to have an amnesty period on fines during National Library Week, April 2-8, 1978.

Motion carried.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 5, 1978

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 5, 1978 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mrs. Brown
Mr. Fisher
Dr. Harper
Mr. Jacobson
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mr. Smith
Mr. Springer
Dr. Wallace

Also present was Mr. Joel Stern, Assistant Director.

Mr. Snyder, President, presided. The Library Director served as Secretary.

The Secretary reported that a quorum was present.

The minutes of the March 8, 1978 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of the following letter:

"April 4, 1978

"Mr. Nicholas Winowich
Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"The Clendenin Public Library is now the pride of our community. We have opened the doors and the response has been exciting. We would like to ask you, and we are inviting your

fellow Kanawha County Library Board members, to visit with us and discuss our Library's future at a luncheon at 12:00 p.m. Wednesday, April 12, in our Library.

"We have a lot to show you and a lot of personal thanks to express for your help. We hope you will come and spend a few minutes with us and share our excitement for our Library's future.

"Sincerely,

/s/G. L. Ellis, II
G. L. Ellis, II
President

"GLE:sb"

Afterwards, there was brief conversation and on a show of hands, seven of the members present indicated that they planned to attend.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of March, 1978. Included were the following:

1. Miss Marilyn Long, Chief, Extension Librarian, resigned effective April 25, 1978. She will be married next month and plans to make her new home in Pittsburgh, Pennsylvania. A search committee composed of Don Springer, Marilyn Long, Joel Stern and I will interview candidates.

2. Miss Evelyn Coskey, Librarian, Adult Circulation Department, resigned effective March 15, 1978 to accept a position in the Covington, Kentucky Public Library.

3. Mr. Chris Hartmann, Librarian, Adult Circulation Department, resigned effective April 1, 1978 to move to Florida to consider the possibility of a book store career.

4. Mrs. Barbara Charlton, Librarian, Adult Circulation Department was employed effective April 1, 1978. Mrs. Charlton is a graduate of the George Peabody College for Teachers and a former part-time librarian of this institution.

5. The electrical energy crunch is over. Regular library hours are being observed at the Main Library and its Branches. The challenge of a 30% reduction in the use of electrical energy was met satisfactorily. Shorter hours, reduced lighting, little or no elevator service and an understanding and cooperative staff made it possible for the Library to meet its committment.

6. Appalachian Power Company refund checks were received for the Main Library ($3,902.06) and St. Albans Branch ($816.21). Refund checks are due for Elk Valley and Cross Lanes. None is due for Glasgow since the branch shares the building with the Town of Glasgow.

7. Fashion Show for the Working Woman is the subject and title of an Adult Circulation Department Special. Perhaps you saw the Sandy Wells story in a recent issue of the Charleston Gazette. Mrs. Shirley Smith, Chief, is responsible for this and other promotional programs for the purpose of getting more and new people into the Library.

Approval of Bills. The Library Director submitted Book Bills List No. 250 ($31,491.71) and General Bills List No. 250 ($11,416.96) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mr. Ray and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 249 ($1,337.45) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Elk Valley Branch Library Project. Mrs. Brown moved that the payments as submitted be approved. They are recorded as follows:

Robert M. Huffman Co., Inc.	$670.80
Rose City Press	125.20
Rose City Press	73.95
	$869.95

The motion was seconded by Mrs. Anderson, and, upon a vote being taken, it was carried.

Reports of Committees.

Budget Committee.

Money Management. Mr. Springer, Chairman, reported that the Budget Committee met on Wednesday, April 5, 1978 at 1:30 p.m. in the Board Room to consider reinvestment of the Certificate of Deposits currently owned by Kanawha County Public Library and due on April 17, 1978. The Certificate of Deposit is recorded as follows:

1. $100,000 Certificate of Deposit, 30 days at 7% interest, due April 17, 1978 and purchased from The First National Bank of Belle.

Discussion followed. Afterwards, upon motion by Mr. Springer, seconded by Mr. Jacobson it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $100,000 which is due April 17, 1978 and to deposit this amount plus interest to the Public Library account; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit on April 6, 1978 in the amount of $100,000; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit on or after April 25, 1978 in the amount of $85,000 when additional money is expected.

Motion carried.

Mr. Springer reported that the Library had received a total of $3,778.21 for interest earned on Certificates of Deposit during the fiscal year 1976/1977. He added that a total of $2,091.98 was received to date. Mr. Springer stated that the Library expects to receive an additional $2,165.00 for the remainder of the current fiscal year.

Tariff S. S. (School Service). Mr. Stern reviewed the special Appalachian Power electric service rates charged to schools and to the Jackson County Public

Library. He stated that the Library was in receipt of a letter dated March 14, 1978 from Mr. David J. Ellis, Director, Division of Accounts, Finance and Rates, Public Service Commission that indicated Kanawha County Public Library, based on current payments and preferential charges, could expect to receive a savings of $2,663.00 annually.

After discussion, upon motion of Mr. Springer, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the Assistant Director, be and is hereby authorized to contact qualified attorneys in order to determine if the Library should file a complaint with the Public Utility Commission.

Motion carried.

Unexpended Balance. Mr. Springer reported that there would be an unexpended balance of approximately $17,000.00 in the 1977/1978 budget. After discussion, it was moved by Mr. Springer, seconded by Mr. Jacobson, and unanimously

RESOLVED, That the unexpended balance be used as needed for operating expenditures and/or other library purposes.

Motion carried.

Community Services Committee.

Corrective Deed for Dunbar Library. Mr. Ray reported that the corrective deed had not been executed as expected. He was cautiously optimistic that the instrument would be completed soon and as submitted by us to the County Attorney. Afterwards, Mrs. Smith commented that the Dunbar deed to Kanawha would be prepared by Mr. Harvey, City Attorney, and referred to Mr. Ray.

Cross Lanes Expansion. In the absence of Mr. Bowman, Chairman, Community Service Committee, some brief remarks were made by the Library Director. The Cross Lanes Advisory Board proposed that an addition be made to the present instant library. The response from our side are noted as follows: limited resources, long range plan and the desire to place a building(s) in communities

where none is presently located. There was discussion afterwards.

Marmet Outpost Library Installation. Mr. Russell Hansford, teacher, Marmet Junior High School and resident met with Mr. Bowman and the Library Director on March 28, 1978, in Mr. Bowman's office, to consider installation of an "Outpost Library" which resembles a mobile home and seats 12 persons and holds nearly 5000 books. No commitments were made although it was suggested that the Library Board was looking to the east and particularly the south side of Kanawha River. Discussion followed.

NEW BUSINESS

Library Board Memberships. It was moved by Mr. Jacobson, seconded by Dr. Harper, that the following be nominated to be members of the Board of Directors of Kanawha County Public Library, to-wit: (i) Mrs. Margaret Anderson, for a term of six (6) years beginning July 1, 1978, (ii) Mr. Arthur Fisher, for a term of six (6) years beginning July 1, 1978 and (iii) Mr. John L. Ray, for a term of six (6) years beginning July 1, 1978. The motion carried. The Library Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

Council on Foundations Annual Conference. The Library Director reported that a conference sponsored by the Council on Foundations would be held on May 2-5, 1978. He asked for authorization to send Miss Gretchen Schwinger, Reference Librarian. After discussion, and upon motion by Mr. Springer, and seconded by Dr. Riggleman, it was

> RESOLVED, That the expenses of Gretchen Schwinger not to exceed $150.00 be paid for attendance at the Council on Foundations Annual Conference.

Motion carried.

Library Automation Clinic, University of Illinois. The Library Director also reported that a conference sponsored by the University of Illinois on

Library Automation would be held on April 23-26, 1978. He asked for authorization to send Joel Stern, Assistant Director. After discussion, and upon motion by Mr. Springer, and seconded by Dr. Riggleman, it was unanimously

RESOLVED, That the expenses of Joel Stern not to exceed $300.00 be paid for attendance at the Library Automation Clinic.

Motion carried.

Institute in Children's Literature, Southern Illinois University. The Library Director stated that the Southern Illinois University will sponsor an Institute in Children's Literature on June 4-9, 1978. He asked for authorization to send Miss Kathleen Whalin, Children's Librarian, St. Albans Branch. After discussion, and upon motion by Mr. Springer, and seconded by Dr. Riggleman, it was unanimously

RESOLVED, That the expenses of Kathleen Whalin not to exceed $75.00 be paid for attendance at the Institute in Children's Literature.

Motion carried.

Seminar for Public Library Administrators, University of Chicago. The Library Director reported that a Seminar for Public Library Administrators would be held on April 9-12, 1978. He asked for authorization to attend. After discussion, and upon motion by Mr. Springer, seconded by Dr. Riggleman, it was

RESOLVED, That the expenses of the Library Director not to exceed $300.00 be paid for attendance at the Seminar for Public Library Administrators.

Motion carried.

Special Project Application to West Virginia Library Commission. The Library Director reported that the Library was in receipt of a West Virginia Library Commission Memorandum dated March 16, 1978. The purpose of the Memorandum was to solicit and receive Special Project Grants. The application,

which had to be filed by April 3, 1978, was distributed to the members present. The Library Director discussed the projects in the application. After discussion, upon motion by Dr. Wallace, seconded by Mr. Jacobson, it was unanimously

RESOLVED, That the application for Special Grant Projects be submitted to the West Virginia Library Commission and be filed with the minutes of this meeting.

Motion carried.

There being no further business, the meeting on motion adjourned.

President

Nicholas Winowich

Secretary

Capitol Street, Charleston, West Virginia 25301 Telephone 343-4646 Area Code 304

KANAWHA COUNTY PUBLIC LIBRARY

April 3, 1978

Mr. Frederic J. Glazer, Director
West Virginia Library Commission
Science and Cultural Center
Charleston, West Virginia

Dear Mr. Glazer:

Kanawha County Public Library respectfully submits the following proposal in response to the West Virginia Library Commission memorandum of March 16, 1978 regarding SPECIAL PROJECT APPLICATIONS.

BOOK DETECTION SYSTEM

Libraries (Public, College/University and School) have an increasing number of book and periodical thefts. In order to cope with this problem, some companies are marketing a book detection system which consists of a thin magnetic strip or sensitized book-plate concealed or inserted within each book or magazine. When the book is checked out at the desk, the magnetic strip or book-plate is desensitized or it circumvents the system permitting the patron to exit. When a book has not been properly checked out, an alarm indicator will operate as the book is carried through a sensing area in the exit door which will thus remain in a locked position.

Kanawha County Public Library owns, by inventory count of June 30, 1977 a total of 403,484 volumes. Most of the books are on open shelves for daily use and viewing. Some materials, however, such as reference books, newspapers and magazines are on open stacks and for use exclusively within the building.

The library's annual book loss is estimated to number approximately 800 volumes per year. The average unit cost (including material, acquisition, cataloging and shelf preparation) is $10.00.

The losses represents a great deal of money and is an inconvenience to library patrons who expect and are entitled to receive and use all inventoried items.

Estimated Cost $16,100

DIAL-A-STORY

Dial-a-story could provide valuable extension of library service to the public at large. This service would become more than a story-telling program for young children and would include three-minute book reviews of recent library acquisitions. All public service departments, i.e., circulation, reference, children's services, and extension department, would take an active part in the selection and presentation of current books to be reviewed. Books would be chosen to represent current issues and interests through out the community, both fiction and non-fiction. The book reviews would also be geared to various age groups, i.e., children in intermediate grades, junior and senior high school, and adults. This program of short, current book reviews on dial-a-story would be another means of informing people throughout the community of materials available to them through their public library.

Estimated Cost $ 600

FRAMED ART REPRODUCTIONS

Supplement Framed Art Reproduction Collection previously funded by West Virginia Library Commission in March, 1975.

This very successful service included 152 pictures which are constantly used and praised by library patrons.

Estimated Cost $ 2,000

ICOM MICROCOMPUTER

Kanawha County Public Library spent $200,730.33 for library materials (books, newspapers, magazines, phonograph records, microfilm and microfiche) in fiscal year 1976/1977. Major funding, for this and other needs and purposes, was provided by the three levying authorities (Kanawha County Commission, Kanawha County Board of Education, City of Charleston) and State of West Virginia.

To insure that expenditures for library materials are kept within budget allocations by department, by branch, and by class of materials, the Library's Order Department is responsible for preparing detailed analysis of all book and periodical invoices. The growth of the Library System has made manual methods of analysis both costly and slow.

It is expected that the instrument, here requested, will greatly reduce the cost and time of preparing the necessary analyses.

Additionally, the Icom Microcomputer will be used by our administrative staff in preparing other management studies and reports.

Estimated Cost $ 4,000

INDEXING OF CHARLESTON GAZETTE AND CHARLESTON DAILY MAIL

West Virginia Library Commission and its outstanding Reference Department are producing an invaluable tool for use by the library community. The Reference Department proved that the job could be done and for useful purposes.

The time has come to make a good product even better by adding names to the index and moving retrospectively from 1973 to 1970.

Estimated Cost $11,000

INDEXING OF WEST VIRGINIA HILLBILLY

It is essential that some institution index the nearly 25 years of publishing material created by West Virginia Hillbilly. Kanawha County Public Library, in cooperation with Jim Comstock, publisher, is willing to undertake such a project. Afterwards, West Virginia Library Commission, perhaps, could microfilm the index for distribution to the library community in West Virginia.

Estimated Cost $11,000

TYPEWRITERS, ELECTRIC (6)

The purchase of six (6) electric typewriters is essential because it would add immeasurably to the quality and performance of duty in the Catalog, Circulation and Extension Departments. Each unit would replace an old and maintenance encumbered instrument.

Estimated Cost $ 4,000

LIBRARY SERVICE TO OLDER WEST VIRGINIANS

The Kanawha County Public Library has had a Homebound Services Program for the past three years. While not confined to seniors, the older members of the community are the largest group of patrons. The fundamental concept of the program is to bring library service to persons limited in their mobility and who are unable to utilize the regular library facilities. Service has also been given to various county institutions for the elderly, such as nursing homes, senior residence buildings, and hot lunch centers. At several of these sites deposit collections have been established and film programs provided.

At present our resources limit the expansion of these services. Our present large print collection is taxed to its limit to provide materials for the deposit collections and homebound and regular patrons of the library. Film programming for seniors provided by the Homebound Librarian has also reached its limit due to the time which can be committed to this auxiliary service.

In the future we hope to increase the size of the Homebound program by enlarging the number of homebound patrons and by expanding the present institutional service. We plan to establish a deposit collection in every site in the county where seniors congregate contingent on local interest and a local volunteer to care for the collection at the location. We also plan to expand our present film service by providing regular film programs at these sites.

To accomplish these goals we need:

1) Expansion of our present large print collection. For this purpose we require $2200 to purchase large print materials.
2) An additional film projector, and
3) A part-time person to take over the film programming for seniors. This would be a 15 hour a week position as a Library Aide.

Funding needed:

Large print materials	$2200.00	
16mm film projector	400.00	
Part-time Library Aide at $3.00 per hour for 15 hours per week	2500.00	
	Estimated Cost	$ 5,100

SHOWCARD MACHINE

Signs and showcards have been fundamental merchandizing tools. Their job is to help in the telling that is a necessary part of any library "selling" job.

Kanawha County Public Library has limited capability with its present standard equipment and accessories. It now becomes necessary to add other type faces and fonts, work tables, metal type racks, supplies and card stock.

Estimated Cost $ 2,500

CLENDENIN AND NITRO PUBLIC LIBRARIES

To supplement and strengthen the adult and juvenile materials collection at Clendenin and Nitro Public Libraries. All material will be processed by Kanawha County Public Library.

Additional furniture and equipment: filing cabinet, sound filmstrip projector, Selectric typewriter and movable bulletin board, are required.

Estimated Cost $ 8,477

We are confident that your review of these proposals will result in a vote of confidence for Kanawha County Public Library's role of leadership in the State of West Virginia.

Sincerely yours,

Nicholas Winowich

Nicholas Winowich
Director

NW:bh

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 10, 1978

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 10, 1978 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Snyder
Mrs. Anderson
Mr. Bowman
Mr. Fisher
Dr. Harper
Mr. Jacobson
Mr. Kleeman
Mr. Kuhns
Mrs. Myerly
Mr. Ray
Mr. Springer

Also present were Mr. Stern, Assistant Director, and Mr. John Glazell of Arnett and Foster, Certified Public Accountants.

Mr. Snyder, President, presided. The Library Director served as Secretary.

The Secretary reported that a quorum was present.

The minutes of the April 5, 1978 meeting were approved.

Audit Report for the Fiscal Year 1976/1977. The President introduced Mr. John Glazell of Arnett and Foster, Certified Public Accountants. Mr. Glazell and representatives audited the Library's financial records for the fiscal year ending June 30, 1977. He reviewed the financial report on cash receipts and disbursements and the accompanying management letter. Copies of the financial report were exhibited and copies of the management

letter were distributed to the members present. Discussion followed. Upon motion by Mr. Springer, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the Financial Report for the fiscal year ending June 30, 1977 be accepted and filed; and,

RESOLVED FURTHER, That the Library Director review the management letter and submit his report to the Library Board at its meeting scheduled to be held on June 7, 1978.

Correspondence. The Library Director reported that the Library was in receipt of a letter dated March 13, 1978 from Mr. Herman Smith, President, Dunbar Public Library. Mr. Winowich stated that a copy was mailed to each member of the Library Board. Following comments and discussion, the letter was ordered to be received and filed.

The Library Director reported that the Library was in receipt of a letter dated April 20, 1978 from Mr. John F. Santrock, Superintendent, Kanawha County Schools, which reads as follows:

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"At a regular meeting of the Kanawha County Board of Education on Tuesday, April 18, 1978, your request of April 7, 1978, to appoint the following individuals to serve on the Kanawha County Public Library Board was unanimously approved:

1. Mrs. Margaret Anderson

2. Mr. Arthur Fisher

3. Mr. John L. Ray

"These appointments are to become effective July 1, 1978, and those listed above as recommended by you were nominated to serve six-year terms on the Library Board.

"We commend you for the excellent choices you have made to serve as members of the Kanawha County Library Board.

"Sincerely yours,

/s/ John F. Santrock
John F. Santrock
Superintendent of Schools

"JFS/bje
cc: Board of Education
Robert E. Kittle, Superintendent-Elect"

There was discussion afterwards.

The Library Director reported that the Library was in receipt of a letter dated April 25, 1978 from Mr. David C. Hardesty, Jr., State Tax Commissioner, which reads as follows:

"Mr. Nicholas Winowich
Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"Recently you inquired whether the Tax Department would continue to follow its previous position that sales of surplus books by the Kanawha County Public Library once or twice a year would be deemed occasional sales and thus exempt from consumers sales and service tax.

"Please be advised that since these sales are isolated transactions not in the ordinary course of day-to-day operations of the Library, they will not be subject to consumers sales and service tax.

"Very truly yours,

/s/ David C. Hardesty, Jr.
David C. Hardesty, Jr.
State Tax Commissioner

"DCHJr/dsh"

Discussion followed.

Library Director's Monthly Report. The Library Director's oral report for the month of April was not given. It will be prepared and mailed to each member.

Approval of Bills. The Library Director submitted Book Bills List No. 251 ($29,098.26) and General Bills List No. 251 ($14,526.90) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Anderson, seconded by Mr. Jacobson and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 250 ($1,402.75) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Anderson, seconded by Mr. Ray and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Elk Valley Branch Library Project. Mrs. Anderson moved that the payment as submitted be approved. It is recorded as follows:

Robert M. Huffman Co., Inc. $94.50

The motion was seconded by Mr. Springer, and, upon a vote being taken, it was carried.

Reports of Committees.

Budget Committee. Mr. Springer, Chairman, reported that the Budget Committee met on Wednesday, May 10, 1978 at 1:30 p.m. in the Board Room to consider the purchase of an additional Certificate of Deposit and to consider the reinvestment of a Certificate of Deposit currently owned by Kanawha County Public Library and due on May 25, 1978. The presently owned Certificate of Deposit is recorded as follows:

1. $85,000.00 Certificate of Deposit, 30 days at 6.625% interest due May 25, 1978 and purchased from Kanawha Banking and Trust Company.

Discussion followed. Afterwards, upon motion by Mr. Springer, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit on May 11, 1978 in the amount of $70,000.00; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $85,000.00 which is due May 25, 1978 and to deposit this amount plus interest to the Public Library Account; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit on or after May 25, 1978 in the amount of $70,000.00 when additional money is expected.

Motion carried.

Purchase Agreement - Fifteenth Payment. Mr. Springer reported that the fifteenth of twenty payments of $29,723.42 (of which $6,039.42 is interest and $23,684.00 is for principal) is due and payable on June 1, 1978 to General Services Administration, Region III. Following discussion, it was moved by Mr. Springer, seconded by Mr. Kuhns, that the said payment be made after May 25, 1978. Motion carried.

Long Range and Community Service Committees. Mr. Bowman, Chairman, reported that Mrs. Shepherd, Mrs. Smith, Mr. Fisher, Mr. Stern, Mr. Winowich and he met on Tuesday, May 2, 1978 at Virgil Flinn Elementary School to consider the Sissonville Instant Library Project and to view several proposed sites.

Mr. Fisher reviewed the Sissonville initiative and the involvement of citizens and organizations on behalf of the project.

The Library Director reported that the Library was in receipt of two letters from the Office of the County Commission, County of Kanawha which read as follows:

"Mr. James C. Smith, President
Elk Valley Library Association, Inc.
Big Chimney, West Virginia 25302

"Board of Directors
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

RE: Revenue Sharing - Elk Valley Library

"Gentlemen:

"This is to inform you of the action taken this date by the Kanawha County Commission in granting an additional $58,741.44 to pay for the cost of completing the Elk Valley Library. It is the understanding that the payment of this amount will pay for the cost of construction, materials and furnishings that was originally paid for from a loan to the Elk Valley Library. It is the intent of the Commission to pay all expenses in completing the project excluding the interest paid and due on this library. The Commission will pay the said amount when a proper request along with a billing from the lender showing the balance due, the Commission will pay from the Revenue Sharing Fund the request in an amount not to exceed $58,741.44.

"Also, the Commission requires the request contain a statement of compliance with provisions of the Davis-Bacon Act and a statement that the Elk Valley Library has on file copies of weekly payroll records from all contractors and subcontractors. Also, the request must contain a copy of the signed Deed for the acquisition of the land and any transfer of the land since the purchase. When all conditions are met, the money will be paid from Revenue Sharing Fund that will be available after July 1, 1978.

"The Commission is pleased to work with the citizens of the Elk Valley area to complete this project.

"Sincerely,

/s/ Thomas L. Black
Thomas L. Black, President

/s/ A. L. Shepard
Alfred L. Shepard, Commissioner

/s/ W. G. Williams
W. G. Williams, Sr., Commissioner"

"Board of Directors
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

"Dear Sirs:

"This is to inform you of the action taken this date by the Kanawha County Court in granting your request of April 28, 1978, for $80,500 for a new library in the Sissonville area. The Court's intent is that $53,500 be used for land, site and building preparation, construction of building, furnishings and miscellaneous; and that $27,000 be used for the operating expenses for the first year. After the initial use of operating expenses are depleted, the Library Board will assume all costs of operation. The Court will pay for the outlined expenses upon receiving invoices from the Library Board that have been properly signed and approved. At such time, the County will pay out of Revenue Sharing and such invoices will not exceed $80,500 and will be available after July 1, 1978.

"The Court further directs the Library Board of the Kanawha County Public Library to comply with all Federal and State nondiscrimination laws; and in the case of construction, they must comply to all provisions of the Davis-Bacon Act. A copy of the letter from the Office of Federal/State Relations of the State of West Virginia is attached for the Board's guidance. Also, the Commission must review the Bid Package before Advertising for Bids and all provisions of the Kanawha County Commission Purchasing Department must be followed.

"The County Court is most anxious to help the citizens of the Sissonville area in securing this library. Thus, it is the Court's desire that through their participation, the Sissonville area will move forward with this project.

"Sincerely,

/s/ Thomas L. Black
Thomas L. Black, President

/s/ Alfred L. Shepard
Alfred L. Shepard, Commissioner

/s/ W. G. Williams
W. G. Williams, Sr., Commissioner

Following discussion, Mr. Springer suggested that Chairmen of the Budget, Community Service and Long Range Planning Committees meet on Wednesday, May 17, 1978 at 1:00 p.m. to consider the Sissonville, as well as Marmet initiatives; and the County Commission letters.

Outpost Library. Mr. Springer reported that West Virginia Library Commission was willing to order and deliver to Kanawha County Public Library one Outpost Library Building for installation in Kanawha County. The cost per unit is approximately $13,000.00 and would be made available at no cost to Kanawha County Public Library. The Outpost Library, Mr. Springer said, is 12' x 48' with an A shaped roof. In appearance it resembles a mobile home. There is a ramp for the handicapped. Book capacity is 4,000 to 5,000 volumes and seats 12 readers. A heat pump will circulate warm air in winter and cool air during summer. A rest room is provided. A facility such as this has been considered for installation in Marmet. Discussion followed.

Bookmobile. Mr. Springer reported that the Library's bookmobile was more than 10 years old and needed to be replaced. He said that a considerable amount of money was spent in 1977/1978 for repairs and maintenance of the vehicle which has logged nearly 120,000 miles. Mr. Springer said that the Budget Committee considered the possibility of purchasing a new bookmobile at sometime during the current fiscal year.

After discussion, upon motion by Mr. Springer, seconded by Mr. Fisher, it was unanimously

> RESOLVED, That the Library Director be and is hereby authorized to purchase a Bookmobile from surplus funds and/or Sinking Fund assets total amount of which is not to exceed $40,000.00.

Motion carried.

Community Service Committee. Mr. Ray reported that the Corrective Deed by and between COUNTY COMMISSION OF KANAWHA COUNTY, WEST VIRGINIA, a public corporation, and the DUNBAR PUBLIC LIBRARY, a public corporation, was executed April 25, 1978, Book 1864, page 329 and reads as follows:

Book 1864 Page 329

THIS CORRECTIVE DEED, Made this 25th day of April, 1978, by and between the COUNTY COMMISSION OF KANAWHA COUNTY, WEST VIRGINIA, a public corporation, party of the first part, and the DUNBAR PUBLIC LIBRARY, a public corporation, party of the second part.

W I T N E S S E T H

WHEREAS, by deed dated November 17, 1976, of record in the Office of the Clerk of the County Commission of Kanawha County, West Virginia, in Deed Book 1814, at page 212, the party of the first part conveyed the property described hereinbelow to the party of the second part and erroneously included in said deed a reverter clause in favor of the party of the first part;

WHEREAS, the party of the first part desires to correct said deed by eliminating said reverter clause therefrom and making the conveyance of said property subject only to the terms set forth hereinbelow;

NOW, THEREFORE, that for and in consideration of the premises and the sum of Ten Dollars ($10.00) cash in hand paid and other good and valuable considerations the receipt of all of which is hereby acknowledged, the party of the first part does hereby GRANT and CONVEY unto the party of the second part all of that certain tract or parcel of land, together with the improvements thereon and the appurtenances thereunto belonging, situate in the City of Dunbar, Kanawha County, West Virginia, and being more particularly bounded and described as follows, to-wit:

BEGINNING at an iron pin corner at intersection of Myers Avenue and 12th Street, being the southeast corner of Lot 223; thence along Myers Avenue and edge of sidewalk, S. 84° 42' W. 119.80 feet to an iron pin at edge of 20 foot alley; thence leaving Myers Avenue and along east edge of alley, N. 5° 18' W. 203.81 feet to an iron pin at the south edge of Ohio Avenue sidewalk; thence along sidewalk, S. 79° 06' E. 124.11 feet to an iron pin at west edge of sidewalk on 12th Street; thence along sidewalk, S. 5° 31' E. 169.18 feet to the point of beginning, being Parcel No. 5 of Dunbar Urban Renewal Authority and containing 22,277 square feet and taking in all of Lots 217 through 223 of Block "F" of said City of Dunbar, Kanawha County, West Virginia, as the same is shown on that certain map entitled "Plat For Dunbar Urban Renewal Authority Showing New Parcel No. 5 Total Area - 22,277 Sq. Ft. Situated In Block F City of Dunbar Kanawha County, West Virginia" Scale 1" = 40' dated September 30, 1975, prepared by Midwest Technical Inc., which map is of record in Deed Book 1814, page 214 in said Clerk's Office.

In the event the property therein conveyed shall cease to be used for any public purpose whatsoever during a period of twenty-one (21) years after the date of this deed, then, in such event, as the case may be, the party of the second part, or its successor in title, as the case may be, will reconvey the hereinabove described property to the party of the first part by a duly executed and acknowledged deed of conveyance; provided, however, that if the building on said property shall be damaged or destroyed by an act of God, fire, flood or other casualty, and if the party of the second part or its successor in title, as the case may be, elects within six (6) months after the occurrence of such damage or destruction to repair or rebuild said building, said property shall be deemed to be used for public purpose, within the meaning of such terms as set forth hereinabove, during said six (6) month period and during the period in which the building is being repaired or reconstructed.

DECLARATION OF CONSIDERATION OF VALUE: The Grantor does hereby declare that the property transferred by the document to which this declaration is appended is not subject to the West Virginia Excise Tax on the privilege of transferring real estate for the reason designated as follows: Transfer from a Political Subdivision of the State of West Virginia.

IN WITNESS WHEREOF, the party of the first part has caused its name to be signed and its corporate seal to be hereunto affixed by its proper officer, thereunto duly authorized, all as of this 25th day of April, 1978.

COUNTY COMMISSION OF KANAWHA COUNTY,
WEST VIRGINIA

By: Thomas L. Black
Its President

STATE OF WEST VIRGINIA,

COUNTY OF KANAWHA, TO-WIT:

The foregoing instrument was acknowledged before me this 25th day of April, 1978, by Thomas L. Black, of the COUNTY COMMISSION OF KANAWHA COUNTY, WEST VIRGINIA, a public corporation, on behalf of the corporation.

My Commission expires: August 31, 1986.

/s/ A. Jean Gibson
Notary Public
Kanawha County, West Virginia

This instrument prepared by:

M. Joseph Thomas, County Attorney

This instrument was presented to the Clerk of the County Commission of Kanawha County, West Virginia, on APR 25 1978 and the same is admitted to record.

Teste: Kelly L. Castleberry Clerk
Kanawha County Commission

Mr. Ray reported that a BILL OF SALE by and between Dunbar Public Library and Kanawha County Public Library was executed May 1, 1978 and reads as follows:

BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS, that, on this 1st day of May, 1978, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by Dunbar Public Library (hereinafter called "Dunbar") and pursuant to the terms and provisions of that certain Agreement dated May 5, 1976, by and between Dunbar and Kanawha County Public Library (hereinafter called "Kanawha"), Dunbar has bargained, sold, assigned, transferred, set over and delivered, and does by these presents bargain, sell, assign, transfer, set over and deliver unto Kanawha all of its right, title and interest in and to all of the furniture, furnishings, equipment, shelving, supplies, accessories, attachments and all other tangible personal property owned by Dunbar now situate in the new library building at 301 12th Street in the City of Dunbar, Kanawha County, West Virginia, including but not limited to, all of the goods, chattels, properties and interests therein shown on the schedule attached hereto, made a part hereof and marked "Schedule A."

TO HAVE AND TO HOLD, the said furniture, furnishings, equipment, shelving, supplies, accessories, attachments and other tangible

personal property unto Kanawha, and its successors and assigns, to and for its own use and behoof, forever.

Dunbar hereby covenants to and with Kanawha, its successors and assigns, that all of the property hereby transferred and assigned is free and clear of all liens, claims, charges and encumbrances whatsoever.

IN WITNESS WHEREOF, Dunbar has caused its corporate name to be signed by its President, thereunto duly authorized, all as of the day and year first above written.

ATTEST: DUNBAR PUBLIC LIBRARY

/s/ Roderick Harless
Acting Secretary

By Herman G. Smith
Its President

SCHEDULE A

Attached to Bill of Sale dated May 1, 1978 by Dunbar Public Library to Kanawha County Public Library

ITEM	QUANTITY
Reading Tables	10
Reading Chairs	32
Book Trucks	2
Card Index Reference Table	1
Card Index	3
Dictionary Stand and Lecturn	2
Newspaper Rack	2
Globe Stand	1
Display Cases	2
Desk	1
Credenza	1
File (4-drawer)	1
Periodical Display	1
Paper Back Displayer	2
Children's Book/Record Browser	1
Arm Chairs	6
Formica Cubes	7
Costumer	3
Bean Bags	3

Cork Art Display	1
Secretarial Chairs	3
Stack Chairs	160
Folding Tables	10
Projection Stand	1
Children's Reading Chairs	12
Side Chairs	4
Circulation Desk with attachments	1
AV Room Work Counter	1
Plants and Planters	14
Wall Hangings	11
Mod Felts	4
Accent Rugs	2
Window Blinds	
Music Listening System	1
Multi-purpose Sound System	1
Selectric Typewriter II	1
Film Projector, 16mm	1
Dry Copier	1
Microfilm Reader with Floor Stand	1
Filmstrip/Slide Projector, 35mm	1
Superscope Portable Cassette Recorder	1
Deluxe Stereo Record Player	1

Mr. Ray reported that a deed by and between DUNBAR PUBLIC LIBRARY, a public corporation, and, KANAWHA COUNTY PUBLIC LIBRARY, a public corporation, was executed May 1, 1978 and reads as follows:

THIS DEED, Made this 1st day of May, 1978, by and between DUNBAR PUBLIC LIBRARY, a public corporation, party of the first part, and, KANAWHA COUNTY PUBLIC LIBRARY, a public corporation, party of the second part.

W I T N E S S E T H:

That for and in consideration of the sum of Ten Dollars ($10.00), cash in hand paid, and other good and valuable considerations, the receipt and sufficiency whereof is hereby acknowledged by the party of the first part, the said party of the first part does hereby GRANT and CONVEY unto the party of the second part all that certain tract or parcel of land, together with the improvements thereon and

the appurtenances thereunto belonging, situate in the City of Dunbar, Kanawha County, West Virginia, and being more particularly bounded and described as follows, to-wit:

BEGINNING at an iron pin corner at intersection of Myers Avenue and 12th Street, being the southeast corner of Lot 223; thence along Myers Avenue and edge of sidewalk S. 84° 42' W. 119.80 feet to an iron pin at edge of 20 foot alley; thence leaving Myers Avenue and along east edge of alley, N. 5° 18' W. 203.81 feet to an iron pin at the south edge of Ohio Avenue sidewalk; thence along sidewalk, S. 79° 06' E. 124.11 feet to an iron pin at west edge of sidewalk on 12th Street; thence along sidewalk, S. 5° 31' E. 169.18 feet to the point of beginning, being Parcel No. 5 of Dunbar Urban Renewal Authority and containing 22,277 square feet and taking in all of Lots 217 through 223 of Block "F" of said City of Dunbar, Kanawha County, West Virginia, as the same is shown on that certain map entitled "Plat For Dunbar Urban Renewal Authority Showing New Parcel No. 5 Total Area - 22,277 Sq. Ft. Situated in Block F City of Dunbar Kanawha County, West Virginia" Scale 1" = 40' dated September 30, 1975, prepared by Midwest Technical Inc., which map is of record in Deed Book 1814, page 214 in the Office of the Clerk of the County Commission of Kanawha County, West Virginia;

and being the same tract or parcel of land conveyed unto the party of the first part by the County Commission of Kanawha County, West Virginia, a public corporation, by Deed dated November 17, 1976, and by Corrective Deed dated April 25, 1978, of record in said Clerk's Office in Deed Book 1814, page 212, and Deed Book 1864, page 329, respectively, to which deeds and map aforesaid reference is here made for a more particular description of the property herein conveyed.

This conveyance is made subject to all conditions, restrictions and reservations contained in the Deeds in the chain of title to the property herein conveyed.

The parties claim exemption from payment of Excise Tax on this transfer inasmuch as this is a transfer from one public agency to another.

IN WITNESS WHEREOF, the party of the first part has caused its name to be signed and its corporate seal to be hereunto affixed

by its proper officer, thereunto duly authorized, all as of this 2nd day of May, 1978.

DUNBAR PUBLIC LIBRARY, a public corporation

By Herman G. Smith
HERMAN G. SMITH, Its President

STATE OF WEST VIRGINIA,

COUNTY OF KANAWHA, To-wit:

I, Elizabeth F. Salisbury, a Notary Public in and for said County and State, do hereby certify that HERMAN G. SMITH, President, who signed the foregoing Deed bearing date the 1st day of May, 1978, for DUNBAR PUBLIC LIBRARY, a public corporation, has this day in my said County, before me, acknowledged the same to be the act and deed of said corporation.

Given under my hand this 2nd day of May, 1978.

My commission expires August 17, 1986.

/s/ Elizabeth F. Salisbury
NOTARY PUBLIC
Kanawha County, West Virginia

This Deed prepared by:

Robert M. Harvey
Attorney at Law

Following discussion, upon motion by Mr. Ray, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the Library Director be and is hereby authorized to receive and to accept all documents, building, tract or parcel of land, furniture furnishings, equipment, shelving, supplies, accessories, attachments and other tangible personal property pertaining to Dunbar Public Library; and,

RESOLVED FURTHER, That the Dunbar Public Library become a branch of Kanawha County Public Library effective May 1, 1978.

Motion carried.

Personnel Committee. The Library Director stated that the Library Board of Directors approved the following statement at its meeting held on October 6, 1976:

"It is recommended that the Board formally approve in advance of hiring or promotion only the following positions: Director, Assistant to Director, Department Chiefs, and Heads of larger Branches. The Board should authorize the Director to hire all other staff to fill budgeted vacancies subject to Board approval."

The Library Director reported that he had employed Mrs. Barbara Charlton as Circulation Librarian effective April 1, 1978 and asked for approval. Upon motion by Mr. Springer, seconded by Mr. Kuhns, it was

RESOLVED, That Barbara Charlton be appointed Circulation Librarian effective April 1, 1978 at an annual salary of $10,080.00.

Motion carried.

Mr. Springer, a member of the Personnel Committee, reported that he and members of the staff interviewed several applicants for the position of Chief, Extension Librarian. He submitted the application of Miss Jo Ellen Flagg. Mr. Springer presented a brief review of her educational, professional and personal qualifications. Following discussion and upon motion by Mr. Springer, seconded by Dr. Harper, it was

RESOLVED, That Miss Jo Ellen Flagg be appointed Chief, Extension Librarian, effective June 1, 1978 at an annual salary of $14,760.00.

Motion carried.

UNFINISHED BUSINESS

Dunbar Library Dedication. The Library Director made a brief report on the Dunbar Library Dedication Ceremony which was held on Sunday afternoon, April 23, 1978 at 2:00 p.m. Speakers included:

Herman G. Smith, President, Dunbar Public Library Board
Charles B. Maxwell, Member, Dunbar Public Library Board
Frank B. Leone, Mayor of Dunbar
Donald Springer, Vice President, Kanawha County Public Library Board
Sam B. Harshbarger, Justice, West Virginia Supreme Court of Appeals
Frederic J. Glazer, Director, West Virginia Library Commission

Institute in Children's Literature. The Library Director reported that an additional sum of $150.00 was essential and was available for the purpose of sending Miss Kathleen Whalin to an Institute in Children's Literature at Southern Illinois University, to be held in Carbondale, Illinois, June 4-9, 1978. Her attendance was approved previously when an allowance of $75.00 was granted. After discussion, upon motion by Mr. Springer, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the Library Director be authorized to grant an additional sum of $150.00 to Miss Kathleen Whalin for her attendance at the Institute in Children's Literature, Southern Illinois University, Carbondale, Illinois.

Motion carried.

Tariff S. S. (School Service). Mr. Stern reported that Mr. Ray had earlier suggested names of several attorneys to be contacted in order to determine if the Library should file a complaint with the Public Utility Commission regarding the electric rates for the Library. He stated that he had met with Mr. T. D. Kauffelt, attorney. Mr. Kauffelt feels the Library

has a good case and would be willing to pursue the matter on our behalf at no cost other than out-of-pocket expenses. After discussion, upon motion of Mr. Ray, it was unanimously

RESOLVED, That the Library Board authorize Mr. T. D. Kauffelt to enter a complaint, if necessary, with the Public Utility Commission on behalf of the Library.

Motion carried.

There being no further business, the meeting on motion adjourned.

President

Nicholas Winowich

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 7, 1978

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 7, 1978 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Anderson
Mr. Bowman
Mrs. Brown
Mr. Fisher
Mr. Kuhns
Dr. Riggleman

Also present was Mr. Stern, Assistant Director.

In the absence of the President and the First and Second Vice Presidents, Mr. Bowman presided.

The Secretary reported that a quorum was present.

The minutes of the May 10, 1978 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report of the activities of the Library for the month of June, 1978. Included were the following:

1. The Library Director exhibited a map of Kanawha County to identify, by location, the main library and its five branches (Cross Lanes, Dunbar, Elk Valley, Glasgow and St. Albans), the three independent, municipal libraries (Clendenin, Nitro and South Charleston) and the two proposed library installations in the Sissonville and Marmet areas. There was discussion afterwards.

2. Clendenin Public Library was officially dedicated on a lovely, warm Sunday afternoon, June 4, 1978. Mr. Kuhns was speaker for the occasion and Dr. Harper was the honored guest.

3. Grants-In-Aid are appropriations authorized by the West Virginia Legislature. Substantial improvement in funding has been the experience over the last four fiscal years and is noted as follows:

1975/1976	.4505	per capita	($103,399)
1976/1977	1.00	per capita	($213,182)
1977/1978	1.0425	per capita	($222,255)
1978/1979	1.20	per capita	($260,000)

4. Entry forms for the COLOR THE NEW BOOKMOBILE contest were distributed to the members present and explained. See attached.

5. One librarian position, Adult Circulation Department, is vacant and is expected to be filled by July 1, 1978.

6. Ms. Kate McEvoy, Branch Librarian, Elk Valley Library, resigned effective July 17, 1978. Ms. McEvoy is returning to the University of Pittsburgh for the purpose of earning a Master's Degree in Counseling.

7. The total book stock numbers 414,190 volumes.

8. Miss Jo Ellen Flagg, Chief, Extension Librarian, began working on June 5, 1978.

9. The "first-time ever" book sale will be held on Saturday, June 10, 1978 from 9:00 a.m. to 4:00 p.m. Items for sale include: books, both hardback and paper, magazines, and phonograph records. They will be placed on tables located on the Plaza and Promenade. Supervision will be by staff and all proceeds will be placed in the Library's general revenue fund.

Reports of Committees.

Community Service Committee. Mr. Bowman reported that Chairmen of the Budget Committee, Community Service Committee and Long Range Planning Committee met on Wednesday afternoon, May 31, 1978, to consider the Sissonville Instant Library and Marmet Outpost Library initiatives. Those present at the meeting were: Mr. Bowman, Mr. Fisher, Mrs. Smith, Mr. Springer, Mr. Stern and Mr. Winowich. Proposals for each were reviewed.

Later, Mr. Bowman said that the Chairmen agreed to submit the two initiatives to the Library Board for its consideration. Discussion followed. Mrs. Brown took the Chair. Following more discussion, upon motion by Mr. Bowman, seconded by Mr. Kuhns, it was unanimously

RESOLVED, That the Library Board of Directors establish and install an Instant Branch Library of Kanawha County Public Library on Flinn Elementary School property which is located in the Pocatalico District of Kanawha County.

Motion carried.

Upon motion of Mr. Bowman, seconded by Mr. Fisher, it was unanimously

RESOLVED, That Kanawha County Public Library does agree to accept the gift of one furnished and equipped Outpost Library from West Virginia Library Commission for installation in the eastern part of Kanawha County, South of the Kanawha River at a site to be determined. Said facility is to be operated and maintained as a branch library of Kanawha County Public Library.

Motion carried. Mr. Bowman resumed the chair.

Budget Committee. In the absence of Mr. Springer, Chairman, Mr. Stern reported on the following:

Cash Management. Kanawha County Public Library presently owns the following Certificates of Deposit:

1. Certificate of Deposit for $70,000.00, 30 days at 5% interest due June 10, 1978 and purchased from Charleston National Bank.

2. Certificate of Deposit for $70,000.00, 30 days at 5% interest due June 25, 1978 and purchased from Charleston National Bank.

Discussion followed. Afterwards, upon motion by Mr. Kuhns, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $70,000.00 due June 10, 1978 and to deposit this amount plus interest to the Public Library Account; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to sell and not re-invest the 30 day Certificate of Deposit in the amount of $70,000.00 due June 26, 1978 and to deposit this amount plus interest to the Public Library Account; and,

RESOLVED FURTHER, That the Treasurer be authorized to instruct The Board of Education of the County of Kanawha, its fiscal agent, to purchase a 30 day Certificate of Deposit on or after June 26, 1978 in the amount of $100,000.

Motion carried.

Outstanding Checks. Mr. Stern reported that the firm of Arnett and Foster, Certified Public Accountants, reported that certain outstanding checks, issued in previous years, should be cancelled with the proviso that they may be reissued should valid claims arise. The checks to be cancelled are recorded as follows:

Date	Payee	Check No.	Amount
7-14-77	Mimi Johnson	415600	$ 1.50
8-9-77	Thomas Bauldin	415705	9.95
			$11.45

After discussion, it was moved by Mr. Kuhns, seconded by Mrs. Anderson that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above which appeared in the audit, with the proviso that a check may be reissued should a valid claim arise. Motion carried.

Financial Report: A Summary. In the absence of Mr. Springer, Chairman, Budget Committee, Mr. Stern reported on the financial affairs for

the fiscal year ending June 30, 1978. Non-appropriated receipts and expenditures were identified and explained. A final report will be submitted after all transactions have been completed at the conclusion of the current fiscal year.

Reserve Balance. Mr. Stern reported that it was necessary to create a reserve balance in the amount of $39,874 for the purpose of carrying forward some previous balances and to make payment on obligations made during 1977/1978 fiscal year. These accounts, with amount, are recorded as follows:

Elk Valley Construction Account	$ 650
W. Va. Unemployment Tax - Initial Payment	1,900
Outpost Library Project	3,421
Bookmobile Body	33,903
	$39,874

After discussion, upon motion by Dr. Riggleman, seconded by Mr. Kuhns, it was moved that the four listed accounts and their amount be paid after July 1, 1978 and that the total of $39,874 be added to the budget for 1978/1979.

UNFINISHED BUSINESS

Dunbar Public Library Financial Report. The Library Director reported that Kanawha County Public Library was in receipt of a Dunbar Public Library Statement of General Expenses for the period from November 1, 1977 through April 30, 1978. It is recorded as follows:

GENERAL EXPENSE & SALARY FOR DUNBAR LIBRARY FROM NOVEMBER 1, 1977 THROUGH APRIL 30, 1978

GENERAL EXPENSE:

Kanawha Supply Co.	$ 315.69
Time-Life Books	7.93
Dunbar Lumber Co.	5.10
A. B. Dick Products Co.	21.92

Walter Ranson	30.00	
Commercial Insurance Service	1,767.00	
Columbia Gas of W. Va.	938.75	
W. Va. Water Co.	80.70	
The Sanitary Board	17.50	
Appalachian Power Co.	1,005.12	
C & P Telephone Co.	358.58	
Daniel Dixon	489.96	
American Handicrafts Co.	11.53	
Murphy's Mart	28.52	
Fountain Hobby Center	31.33	
Radio Shack	7.97	
Dunbar Printing Co.	426.83	
The Dunbar Shopper	270.00	
TOTAL MISC. EXPENSE	$5,814.43	$5,814.43
PAYROLL		
November	$1,637.92	
December	1,648.48	
January	1,636.48	
February	1,571.83	
March	1,708.24	
April	1,626.91	
	$9,829.86	9,829.86
GRAND TOTAL		$15,644.29

It should be noted, he added, that Dunbar Public Library was expected to become a branch library of Kanawha County Public Library effective November 1, 1977. The corrective deed issue forced delay until May 1, 1978. Consequently, the $15,000 which Dunbar Public Library agreed to appropriate to Kanawha County Public Library in support of its branch facility was needed to operate and maintain the new library building as well as the Annex or former library building in Dunbar.

Certificate. The Library Director read the signed and dated Certificate presented to Kanawha County Public Library from Dunbar Public Library and is recorded as follows:

CERTIFICATE

Helen F. Smith, Secretary of Dunbar Public Library, hereby certifies that the following is a true and correct copy of a resolution

duly adopted by the Board of Directors of Dunbar Public Library at a regular meeting held on the 12th day of May, 1978, at which a quorum was present and acting throughout:

> "WHEREAS, Dunbar Public Library ("Dunbar") and Kanawha County Public Library ("Kanawha") entered into an Agreement in writing dated May 5, 1976 ("Agreement") whereby Dunbar agreed to transfer title to the property on which the new library building is located at 301 12th Street in the City of Dunbar, Kanawha County, West Virginia, together with the building thereon and all of the equipment, furniture, fixtures and other property therein to Kanawha upon the completion of the construction of said building; and
>
> "WHEREAS, construction of said building has been completed and Kanawha is ready to operate a branch library in said new building;
>
> "NOW, THEREFORE, BE IT RESOLVED, that the President and Secretary of Dunbar be, and they are hereby, authorized and directed to execute and deliver, on behalf of Dunbar, a deed for the property at 301 12th Street in the City of Dunbar, Kanawha County, West Virginia, and a bill of sale for the equipment, furniture, fixtures and other property in said building in substantially the same form as the deed and bill of sale submitted to the Board of Directors at this meeting;
>
> "RESOLVED, FURTHER, that the President and Secretary of Dunbar be, and they are hereby, authorized, empowered and directed fully to perform on behalf of Dunbar the terms and provisions of the Agreement on Dunbar's part to be performed and to executed and deliver on behalf of Dunbar such other documents and to perform such other and further acts as in their judgment may be necessary or advisable to carry out the provisions of the Agreement."

Date: May 12, 1978.

/s/ Helen F. Smith
Secretary, Dunbar Public Library

Deed between Dunbar Public Library and Kanawha County Public Library.

The Library Director reported that the text of the deed between Dunbar Public

Library and Kanawha County Public Library appeared in minutes of the Library Board Meeting held on May 10, 1978. Subsequently, the deed was recorded and appears in Book 1866, page 506.

Dunbar Public Library Construction Project Documents. The Library Director reported that Kanawha County Public Library was in receipt of the documents listed below:

1. Architect's letter to President Herman Smith that the construction project was completed.
2. Final Construction Certificate of Payment of $25,583.13, check #122, was paid on March 3, 1978 by Dunbar Public Library.
3. Performance Bond for Justice Construction Co.
4. Standard Form (Contract) between Owner (Dunbar Public Library) and Contractor (Justice Construction Co.)
5. Standard Form (Contract) between Owner and Architect.
6. Approved Change Orders.

Following discussion, the documents were ordered received and filed.

NEW BUSINESS

Nominating Committee - Election of Officers. Mr. Bowman reported that the President appointed Mr. Bowman, Chairman, and Mrs. Myerly, to consider and recommend nominations for the election of officers for 1978/1979.

Library Board Membership: A Correction. Mr. Bowman announced, with apologies from the Library Director, that the term of Library Board Member John L. Ray was reported to expire on June 30, 1978. This was in error. Subsequently, Mr. Ray was nominated and elected. Library Board membership of John D. Maurice, instead, was scheduled to expire June 30, 1978 and

needed to be acted upon. Following discussion, Mr. Bowman appointed Mr. Springer, Chairman, and Mrs. Smith, member, to a Special Library Board Membership committee which is expected to make a report to the Library Board at its meeting on July 7, 1978.

American Library Association Annual Conference. Mr. Bowman reported that the Annual Conference of the American Library Association would be held in Chicago, Illinois, June 25-30, 1978. Following discussion, upon motion by Mr. Fisher, seconded by Mrs. Anderson, it was unanimously

> RESOLVED, That expenses, not to exceed $2,250.00, be paid for attendance at the American Library Association Annual Conference scheduled to be held in Chicago, Illinois, on June 25-30, 1978; and,
>
> RESOLVED FURTHER, That the following persons are authorized to attend: Library Director, Library Board Member, Assistant Library Director and two staff members.

Motion carried.

Puppeteers of America, Texas Tech University. The Library Director reported that a conference sponsored by the Puppeteers of America would be held on June 25-30, 1978. He asked for authorization to send Miss Luann Toth, Children's Librarian. After discussion, and upon motion by Mr. Kuhns, seconded by Mrs. Anderson, it was

> RESOLVED, That the expenses of Luann Toth not to exceed $225.00 to be paid for attendance at the Puppeteers of America Workshop.

Management Letter. The Library Director reviewed the contents of the Management Letter submitted by Arnett and Foster, Certified Public Accountants, submitted previously. Discussion followed.

Bids on Bookmobile Chassis and Body. The Library Director reported that legal advertisements were placed in the Charleston Daily Mail and

Charleston Gazette on May 27, 1978 and June 3, 1978 for the purpose of receiving bids on a chassis and on a custom built bookmobile body. He stated that a bid opening was held on June 6, 1978 at 3:00 p.m. in the Library Board Room. Nine companies had been invited to submit a bid for the chassis. He reported that two bids were received. They are recorded as follows:

C & O Motors	$6,824.16
Tag Galyean Chevrolet	6,623.68

Following discussion, upon motion by Mr. Kuhns, seconded by Mrs. Anderson, it was unanimously

RESOLVED, That the bid of $6,623.68 by Tag Galyean Chevrolet for the purchase of the Bookmobile chassis be accepted.

Motion carried.

The Library Director stated that six companies had been invited to submit a bid for the bookmobile body. He also reported that one bid was received from Gerstenslager Company of Wooster, Ohio, in amount of $32,432.00.

Following discussion, upon motion by Mr. Kuhns, seconded by Dr. Riggleman, it was unanimously

RESOLVED, That the bid of $32,432.00 by Gerstenslager Company for the purchase of a Bookmobile body be accepted.

Motion carried.

Outpost Library Project Account. In the absence of Mr. Springer, Chairman, Mr. Stern reported that it was necessary to establish a Construction Account for the Outpost Library Project. This action was needed, he said, to accomodate project receipts and expenditures and to provide an audit of the account. After discussion, upon motion by Mr. Kuhns,

seconded by Mrs. Brown, it was unanimously

RESOLVED, That a Construction Account for the Outpost Library Project be established.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 252 ($26,214.41) and General Bills List No. 252 ($20,000.09) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 251 ($1,755.29) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account - Elk Valley Branch Library Project. Mrs. Anderson moved that the payment as submitted be approved. It is recorded as follows:

Architectural Products	$ 514.00
Rose City Press	50.08
Rose City Press	217.00
Rose City Press	281.70
	$1,062.78

The motion was seconded by Mr. Kuhns, and, upon a vote being taken, it was carried.

Approval of Bills from Outpost Library Project. Mrs. Anderson moved that the payments as submitted be approved. They are recorded as follows:

Baily Incorporated	$ 475.00
Dunbar Metal and Supply Co., Inc.	810.35
Jack L. Hartman and Co., Inc.	31.15
International Building Methods	10,566.00
Morgan's Inc.	54.23
J. H. Pence Company	170.00
Rose City Press	40.20
West Virginia Seating	100.50
West Virginia Seating	425.00
R. O. Wilson-Jerry R. Goff	92.50
	$12,765.63

The motion was seconded by Mr. Kuhns, and, upon a vote being taken, it was carried.

There being no further business, the meeting on motion adjourned.

Forest L. Bowman
Acting Chairman

Nicholas A. Winowich
Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

JULY 7, 1978

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 7, 1978 at 2:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Springer
Mrs. Brown
Mr. Fisher
Mr. Ray
Mrs. Smith
Dr. Wallace

Also present was Miss Susan Hitchens, Audio-Visual Librarian.

Mr. Springer, First Vice-President presided. Mr. Snyder was absent. The Library Director served as Secretary.

The Secretary reported that a notice of Special Meeting had been mailed in accordance with the Bylaws and that a quorum was present.

The minutes of the June 8, 1978 meeting were approved.

Video Recording and Playback Units. The Library Director reported that 25 Video Recording and Playback Units were purchased by West Virginia Library Commission for distribution to a select number of public libraries in the state. Kanawha County Public Library, he said, received three units; each unit consists of a 19" color television receiver and a color video cassette player. This project was in response to previously submitted Special Grant Applications which makes it possible now to add another dimension to the public libraries' broad range of services and programs. A special committee of librarians (Hitchens, Chairperson, Flagg, Lind, Miller, Smith, Stern and Wrenn) was appointed to formulate rules and

regulations. Afterwards, Mr. Winowich introduced Miss Susan Hitchens who demonstrated use of the equipment. Members present saw, briefly, a PBS color special on Appalachian music from a videotape borrowed from WMUL, Channel 33. The value of the award, which does not include video cassettes, totals $4,535.88. There were many questions and comments. Afterwards, Miss Hitchens was excused from the meeting.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of June, 1978. Included were the following:

1. The library's first surplus book sale was held on a lovely Saturday, June 10, 1978. It was staffed by library employees; all of whom had a good time wearing special hats, colorful tee-shirts and non-descript loose change aprons. Income totaled $743.79 which was deposited in the library's revenue account.

2. Color the bookmobile contest attracted 750 entries. Special judges included Mary Black, Ellie Schaul and Milton Koslow. The winning entry was submitted by Kyle Hedrick, a second grader at Elkview Elementary School. The Daily Mail will award a $25.00 savings bond to the winner and the vehicle will carry his name, grade and school.

3. It appears that the chevrolet chassis for the custom built bookmobile will be a 1979 model instead of 1978. Increase in cost, if any, will be paid by vendor.

4. Elk Valley Branch Library will observe its first anniversary on Thursday, July 13, 1978. There will be entertainment by the Earl of Elkview, Mr. George Daugherty, refreshments, flag raising, visiting and a special recognition ceremony.

5. The Catalog Department processed 4,489 volumes in June, 1978. This was a new record. The previous high was established in March, 1977 when 3,584 were processed.

6. Possible instant and outpost library sites were visited in the Sissonville and Marmet areas. There was no recommendation, at this time, for a location

in the Marmet vicinity. Mr. Fisher reported that a site selection meeting, in compliance with the wishes of the Library Board, was held on June 21, 1978 in the Board of Education Office of Mr. David Accord. The following persons attended: Mr. Fisher, Mr. Stern, Mr. Winowich and Mr. Accord. It was agreed that the school board property fronting U. S. Route 21, near Clearview Heights Road, should become the site of the Sissonville Instant Library. There was discussion. Afterwards, upon motion of Mr. Fisher, seconded by Mrs. Brown, it was unanimously

RESOLVED, That the Library Director be authorized to purchase from Kanawha County Schools a portion of Flinn Elementary School property.

RESOLVED FURTHER, That the site fronts 200' on U. S. Route 21, near Clearview Heights Road, and has a 100' depth; and,

RESOLVED FURTHER, That Kanawha County Public Library would pay to Kanawha County Board of Education the sum of 24.48 cents per square foot for the 20,000 square feet or $4,896.

Library Director's Annual Report. The Library Director presented the Annual Report. Copies of "Mini Annual Report, 1977/1978; Some Reflections" were distributed to the members present. Highlights of the year were emphasized. Questions and comments followed. Afterwards, the Library Director stated that the full and complete report would be published and mailed to Library Board members.

Reports of Committees.

Budget Committee.

Special Project Grants and Outpost Library Book Collection Grant. Mr. Springer, Chairman, reported receipt of West Virginia Library Commission Special Project Grants awarded to Kanawha County Public Library. They are recorded as follows:

Book Detection System	$16,100	
Library Materials & Equipment for Older West Virginians	2,600	
Poster Machine	2,500	
Books and Equipment for Clendenin and Nitro	4,000	$25,200
Basic Book Collection for Outpost Library		6,000
		$31,200

The entire amount of $31,200 was received late in the 1977/1978 fiscal year. Mr. Springer stated that it was necessary, therefore, to carry the funds forward to the 1978/1979 fiscal year.

After discussion, upon motion by Mrs. Smith, seconded by Dr. Wallace, it was moved that the Special Project Grants of $25,200 and $6,000 be added to the budget for the 1978/1979 fiscal year. Motion carried.

Employee Hospitalization Insurance Grant. Mr. Springer, Chairman, reported that the Library Director was in receipt of a West Virginia Library Commission letter dated June 2, 1978 which

> "...noted that your library is spending approximately $24,150 for the current fiscal year for hospitalization. Being aware of the urgent need for this type coverage for all full-time... permanent employees, the Commission hereby offers $21,173 to assist you in continuing and maximizing coverage for your employees."

These funds, when received, Mr. Springer said, will be added to the budget for the 1978/1979 fiscal year.

Cash Management. Mr. Springer reported that Kanawha County Public Library currently owns one 30 day Certificate of Deposit for $100,000.00 at 7.50 per cent interest due July 26, 1978 which was purchased from the Guaranty Bank of Charleston, West Virginia. Upon motion by Mrs. Smith, seconded by Mr. Ray, it was unanimously

> RESOLVED, That the Treasurer be authorized to instruct the Board of Education of the County of Kanawha, to re-invest the 30 day Certificate of Deposit in the amount of $100,000.00 which is due July 26, 1978.

Community Service Committee. In the absence of the Chairman, the Library Director distributed, to members present, copies of a memorandum on "Open Meetings Law" prepared by Mr. Thomas Potter, Attorney, and member of the West Virginia Library Commission. There was discussion. It was ruled that the memorandum should become a part of the minutes of this meeting and that Mr. Bowman and Mr. Ray be invited to review the document and make a report at the August, 1978 library board meeting.

UNFINISHED BUSINESS

Library Board Membership. Mr. Springer, Chairman, reported that the term of John D. Maurice expired June 30, 1978. He said that Mr. Maurice chose not to be reappointed. Mr. Springer stated that the Library Board membership committee was in process of developing a list of possible candidates from which one name would be recommended to the Library Board at its August, 1978 meeting.

Tariff S. S. (School Service). The Library Director reported that a petition had been filed with the Public Utility Commission by Mr. T. D. Kaufelt on behalf of Kanawha County Public Library vs. Appalachian Power Company. There was discussion. Upon motion by Mr. Ray, seconded by Dr. Wallace, it was moved that the Petition become a part of the minutes of this meeting. Motion carried.

Long Range Planning Committee. Mrs. Smith, Chairman, recommended that the Long Range Planning Committee meet for the purpose of considering present and future dollar needs, sources and expenditures. This action becomes necessary in the light of the "tax revolt" movement which appears to be sweeping the country.

NEW BUSINESS

Election of Officers. In the absence of Mr. Bowman, Chairman, Nominating Committee, the Library Director reported that the Nominating Committee nominates the following persons for the offices indicated for the year beginning July 1, 1978:

President	Donald F. Springer
First Vice President	William J. L. Wallace
Second Vice President	Helen Smith
Secretary	Nicholas Winowich
Treasurer	Nicholas Winowich

Mr. Ray moved, Mr. Fisher seconded that the nominations be closed and that the Secretary be instructed to cast a unanimous ballot for the candidates named.

Circulation Librarian. The Library Director reported that he had employed Mr. John Kelly, Circulation Librarian, effective July 1, 1978 and asked for approval. Upon motion by Dr. Wallace, seconded by Mrs. Brown, it was

> RESOLVED, That John Kelly be appointed Circulation Librarian effective July 1, 1978 at an annual salary of $10,680.00.

Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 253 ($13,109.51) and General Bills List No. 253 ($15,754.71) duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Dr. Wallace and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 252 ($1,315.89) duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Ray and duly adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Outpost Library Project. Mrs. Brown moved that the payments as submitted be approved. They are recorded as follows:

J. S. Latta, Inc. $48.50

The motion was seconded by Mr. Ray, and, upon a vote being taken, it was carried.

Poll. There was a sense of feeling that, perhaps, the meeting time might be changed from 2:00 p.m. to 4:00 p.m. in order to better serve the Library Board members. It was suggested that the Library Director conduct a telephone poll and make a report to the Library Board at its meeting in August, 1978.

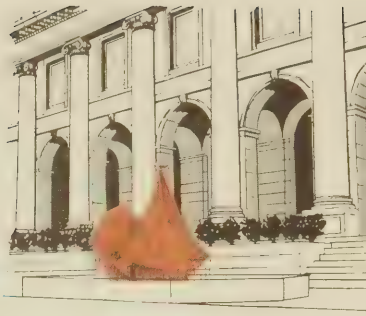
There being no further business, the meeting on motion adjourned.

Donald F. Sprenger
First Vice President

Nicholas Winowich
Secretary

Capitol Street, Charleston, West Virginia 25301 Telephone 343-4646 Area Code 304

KANAWHA COUNTY PUBLIC LIBRARY



NOTICE

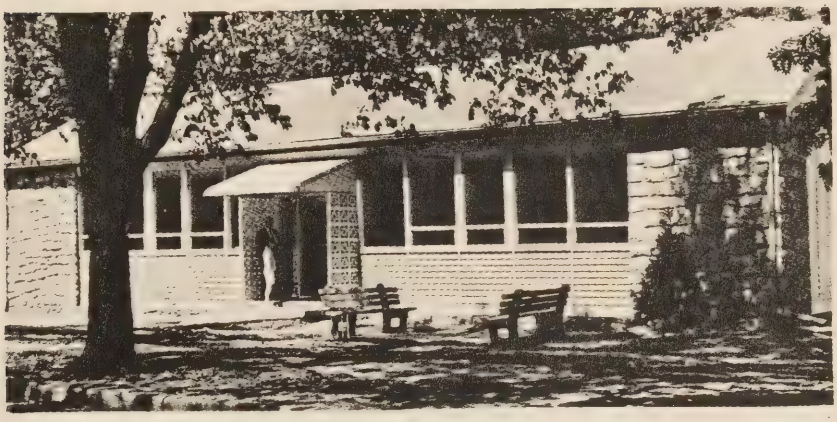
To the Members of the Board of Directors:

The Annual Meeting of the Board of Directors of Kanawha County Public Library will be held in the Board Room of the Library in the City of Charleston, West Virginia, at two o'clock in the afternoon on Friday, July 7, 1978, for the election of officers and to consider and act upon such other business as may come before the Board of Directors.

Dated this 23rd day of June, 1978.

By Nicholas Winowich
Secretary

DUNBAR BRANCH LIBRARY



1964 - 1978

1978 -

ANNUAL REPORT

1977/1978

KANAWHA COUNTY PUBLIC LIBRARY

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

Walter F. Snyder, President
Donald F. Springer, First Vice President
William J. L. Wallace, Second Vice President

Margaret Anderson
Forest Jackson Bowman
Hester Brown
Arthur C. Fisher
O. M. Harper
Bernard H. Jacobson
Sidney M. Kleeman
Dewey E. S. Kuhns
John D. Maurice
Joyce Myerly
John L. Ray
Leonard Riggleman
Helen Smith
James C. Smith
Pauline Tompkins

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Librarians

Mary Amstutz
Joy Bemesderfer
Claudia Benton
Barbara Charlton
Ruth Figgatt
Jo Ellen Flagg
Barry Geesey
Frances Gerard
Susan Hitchens
Sarah Kelley
June Martin
Sara Mathewson
Kathleen McEvoy
Helen Miller
Gretchen Schwinger
Shirley Smith
Joel Stern
Helen Lind Thomas
Luann Toth
Kathleen Whalin
Thomas Wrenn

Clerical

Lorena Ammar
Onnalee Arcuri
Virginia Banning
Diana Carte
Nova Casto
Sue Copen
Susan Ferguson
Ronald Finney
Betty Good
Betty Jane Harper
Robert F. Henson
Mary Hermansdorfer
Bridget Herndon
Mary Jo Jackson
Cortez Johnson
Janet Lambert
Mary Frances Lee
Cecilia Long
Franca Martin
William McDowell
Vicki McGraner
Sara Meadows
Jacquline Merritt
Melissa Morrison
Patricia Neil
Kathryn Nida
Patricia Nipps
Anna Parker
Jay Pauley
Mary Penn
Nancy Pennington
Maria Porter
Victoria Price
Arrietta Smith
Mitzi Spangler
Mae Thomas
Jane Thurston
Vicki Townsend
Sandra Trimble
Betsy Vaughn
Traletta Wallace

Housekeeping and Maintenance

James L. Thomas, Building Superintendent
Robert N. Henson, Maintenance Superintendent

James George
Jack Goodman

Joseph Harrison

28 Additional Part-Time Staff Members

BOYS AND GIRLS DEPARTMENT

The Boys and Girls Department celebrated the 75th anniversary of The Tale of Peter Rabbit with a birthday party on Sunday afternoon, September 25, 1977. Many hours were spent on the birthday party for Peter Rabbit, complete with a tasty, whimsical cake baked by Mildred Baldwin.

The program included the telling of several Beatrix Potter tales by guest story-teller, Miss Wilma Brown, Children's Librarian, Emeritus, and a marionette show, The Tale of Peter Rabbit. More than 500 people came to Peter's birthday party. It was acclaimed a success.

The party attracted media coverage including TV news spots and a front page feature and picture of Peter Rabbit's cake by the Charleston Daily Mail.

BUILDING AND GROUNDS

There's little you could tell the Buildings and Grounds Staff about being caught between an energy crunch and the unusually severe winter of 1977-78.

Their work began in late summer and early fall when Building Superintendent James Thomas and Maintenance Superintendent Robert Henson began winterizing equipment. Two boilers in the Charleston building were inspected and chemicalized to prevent and/or reduce rust and the accumulation of gunk. Heating units in St. Albans, Cross Lanes (electric) and Elk Valley (brand new) received maintenance attention so they would function effectively and efficiently.

In the winter months, Jack Goodman, Joe Harrison and Robert Henson spent countless hours on the cold, hard work of freeing library steps, plaza and sidewalks from constantly accumulating ice and snow. Inside, the staff was called upon to come up with ideas on how to cut energy use yet meet minimum needs for continuing library services.

The work continued through the Spring and Summer months. Most of the plantings, particulary shrubbery along Capitol and Quarrier streets, had to be replaced due to severe winter damage. Mrs. Carter Giltinan, Director, Charleston Beautification Commission, was of great help in this project, both in the selection and arrangement of plantings.

Monitoring the use of energy sources such as electricity and gas comsumed by Kanawha County Public Library facilities was a continuing project. Our purposes have been to conserve energy, lower fuel consumption and costs and maintain equipment so that it would operate efficiently and effectively.

Tailor-made shelfing, build by Robert Henson, was installed in the duplicating room for housing a vast inventory of library and office supplies.

Mr. Henson also cut and installed plastic fluorescent light diffusors in the St. Albans Branch building. They replaced the egg-crate design bought nearly 15 years ago which had become discolored and no longer practical. In fact, the old units reduced the amount of available light.

CIRCULATION

The Adult Circulation Department was convinced that paperback books, consisting of best seller fiction and non-fiction titles, should be added to the book collection to meet reader and reserve demands. Also included were many standard titles which were expensive to replace in the hard back edition. Following some simple processing, the nearly 2000 volumes were made ready for use and placed in special paperback racks provided by the vendor. Almost instantly, paperbacks were borrowed in such numbers that very few remained. However, additional copies were purchased and the supply of paperbacks restored.

Beginning Wednesday, February 15, 1978, the library temporarily suspended evening hours because of the coal miners' strike and resulting energy crisis.

Regular evening hours were resumed beginning Wednesday, March 29, 1978. Patrons reaction was favorable: "We're glad that you're open until 9:00 p.m." and/or "You shouldn't have closed at 5:30."

Fashion Show for the Working Woman was one of the most interesting and well attended programs to be sponsored by Kanawha County Public Library. It was held on Wednesday afternoon, April 12, 1978, in The John V. Ray Room. The SRO crowd of nearly 100 persons saw exciting fashions, which were described by Louise Corey Palumbo. Several members of the staff served as models.

The Library's first surplus book sale was held on a lovely Saturday, June 10, 1978, from 10:00 a.m. to 4:00 p.m. It was staffed by library employees; all of whom had a good time wearing special hats, colorful tee shirts and non-descript loose-change aprons. Income totaled $743.79 which was deposited in the library's revenue account.

Mrs. Shirley Smith, Chief, Circulation Librarian spoke on the subject, "New Dimensions in Adult Services," at the Library Board Meeting, October 5, 1977. Her message is outlined as follows:

New Dimensions in Adult Services

1. Long range (system wide)
    a. Automation (5 years)
    b. Referral/Information Services
        1) Occupational
        2) Practical
    c. Coordinated programming, publicity promotion "library program packages"
    d. Collection development
        1) New thought in YA, Adult Basic Education
        2) New areas of patron interest
        3) Systematic weeding
    e. Increased sensitivity to patrons' needs
        1) Survey/questionnaire
        2) Publicity
        3) Sensitivity committee
    f. Greater school/library cooperation
    g. Expansion of AV services/materials
        1) Equipment
        2) Slide, tapes, video tape
    h. Book detection system/inventory
2. Short range (departmental)
    A. Work simplification/staff utilization - re-evaluation of old routines to cut costs, increase efficiency.
        1) Renewals (accent on convenience)
            a) by 'phone
            b) on all materials
        2) Overdues (accent on following)
            a) revision of fee charged
            b) revision of postal coding
            c) telephone follow-up
            d) messenger
        3) Reserves (accent on availability)
            a) revision of routine
            b) limitation of hold period
            c) utilization of all available resources: ED, Major's, etc.
        4) Common weekly due date (accent on efficiency)
            a) Anticipates automation by batching work

B. Expanded Service
   1) Paperbacks
   2) YA
   3) Civil service/test items
   4) School assigments

C. Book selection
   1) Sensitivity committee
   2) Anticipatory book buying

CLENDENIN PUBLIC LIBRARY

Clendenin Public Library, Clendenin, West Virginia, dedicated its new library facility on a beautiful, warm, Sunday afternoon, June 4, 1978, at 3:00 p.m. Dewey E. S. Kuhns, member, Kanawha County Public Library Board of Directors, was the principal speaker. Dr. O. M. Harper, member, Kanawha County Public Library Board of Directors, was the guest of honor for whom a bronze plaque was installed to identify the location of a special collection of books. Music was furnished by the talented Clendenin Jr. High School band. Refreshments and fellowship followed.

COMPUTER

Effective July 1, 1977, fiscal matters of the Library will be entered into a computer operated by Kanawha County Schools. Miss Lorena Ammar, Miss Mae Thomas and Joel Stern met frequently with Michael Slater, Data Processing Department, to prepare computer procedures.

CROSS LANES BRANCH LIBRARY

Six new members were elected to the Cross Lanes Library Board at a meeting held in Andrew Jackson Junior High School. They join two persons who served previously. A roster of membership follows:

Gene Myers, President
Mildred Aaroe, Vice President
Linda Williams, Treasurer
Sammy Worley, Recording Secretary
Howard Stemple, Corresponding Secretary
Phillip Manker
Harold French
Keith Davis

DUNBAR

The Dunbar Branch Library observed a special dedication ceremony on Sunday afternoon, April 23, 1978. Speakers included:

Charles B. Maxwell, Dunbar Public Library Board member
Honorable Frank B. Leone, Mayor
Herman G. Smith, Dunbar Public Library Board president
Donald F. Springer, Kanawha County Public Library vice-president
Frederic J. Glazer, West Virginia Library Commission executive director
Honorable Sam B. Harshbarger, Justice of West Virginia Supreme Courts of Appeals

A brief history of the library and construction project follows:

It was a dream of 1961. Seventeen years later, it is a dream come true.

The dedication of the Dunbar Public Library on April 23, 1978 is a tribute to perseverence, diligence and unceasing efforts on the part of the city's Library Board and various public bodies.

In 1961, Mayor Dale Long appointed a Library Board composed of Herman G. Smith, president; Charles B. Maxwell, Martha Klein, Helen F. Smith and George Denton. Mayor Long had named a library as a priority item in his campaign for election. On his request, Councilman Earl Graves moved to purchase a one-story portable classroom that was no longer being used by the Dunbar Junior High School. This building cost $50 and was looked upon as the base for a temporary library which would be replaced eventually by a more attractive permanent structure.

The portable building was designed by Henry Elden and Associates, Architects, and was permanently located on vacant city property in the 1300 block of Myers Avenue.

The renovated building opened in February, 1965, with a stock of 3500 books. The first year, the library circulated 14,683 books. By June, 1977, twelve years later, 241,565 books had been checked out by citizens of the community.

In 1973, Mayor Frank Leone pledged to the citizens of Dunbar that he would build a modern public library at a desirable site.

On December 9, 1976, ground was broken at the corner of 12th Street and Myers Avenue by Mayor Frank Leone and Board President Herman Smith. The new building is of contemporary design and earth tone brick was used in construction. The interior is cathedral style with high beams of natural wood. It is fully carpeted and the interior is accented with brick. The library has 15,000 volumes with $42,000 worth

of books on order, a music listening center, two art exhibit areas, and a community room with a capacity to seat 160 individuals. The book capacity of the library is 34,000 volumes.

The structure was designed by Jerry Goff of St. Albans, a member of Wilson and Goff Associated Architects of St. Albans. Construction cost totaled $526,500.

The library was built on Urban Renewal property bought by the Kanawha County Commission for $72,500. The West Virginia Library Commission contributed $250,000 to the project and Dunbar City Council appropriated community development grants and federal revenue sharing funds to make up the $204,000 needed to complete the project.

The Dunbar Branch Library is operated by Kanawha County Public Library.

The cost of operation is expected to be between $50,000 and $75,000 annually. The City of Dunbar will contribute $15,000 annually.

Mrs. Dolores Ollice was elected to the Dunbar Library Board to complete the unexpired term of the late Martha Klein.

The librarian is Tom Wrenn. Members of the staff include Mary Hermansdorfer, Betty Good and Mitzi Spangler. Danny Dixon is the custodian.

ELK VALLEY BRANCH LIBRARY

After years of anticipation and preparation, the Elk Valley Branch Library is a reality. An open house was held on Tuesday evening, July 12, 1977, from 7:00 - 9:00 p.m. Refreshments were served by Jamie Smith, Karen Rider and Becky Chambers. Dr. and Mrs. O. M. Harper of Clendenin presented a beautiful arrangement of roses for the occasion. Nearly 150 persons attended.

The Branch opened for library business at 9:00 a.m. Wednesday, July 13, 1977. Jean Marco of Roseberry Circle, Charleston, the first patron, borrowed Frederick Forsythe's book, The Odessa File, large type edition.

Area residents have responded enthusiastically to the Branch Library both as library users and as volunteers. The Elkview Home Demostration Club presented a gift of $200 which is to be used to buy puppets and wall hangings.

May, 1978 marked the birth of a new newspaper in the Elk Valley community - the JELLYBEAN JOURNAL, written by local children and published by the Elk Valley Branch Library. Issue #1 is attached.

ENERGY RESOURCES

The extremely cold weather of '77 accompanied by bad road conditions, made it necessary to reduce library services. Evening hours and Sunday Service were eliminated and mobile library runs were halted. As an institutional member of the community, Kanawha County Public Library had a responsibility to conserve as much energy as possible. Thermostats were lowered and the staff was encouraged to dress warmly. There were no problems. Everybody, including patrons, seemed to understand. The Library burned 663 MCF (Thousand Cubic Feet) of natural gas in January, 1977. This was appreciably less than the cut-off level of 1,000 MCF and was achieved because of the following reasons:

1. The building was well insulated, in the remodeling period, with 3" thick styrofoam insulation.
2. One of two gas boilers remained "shut-down."
3. Thermostats were lowered to 57°.
4. Use of elevators was restricted. Patrons were encouraged to use the stairs.
5. The building was closed at 5:00 p.m. (instead of 9:00 p.m.)
6. In conclusion, I offer the following observation, which may be challenged scientifically. Crowds of patrons visited the Library. Each one carried body temperatures of 98.6° which, unless proved otherwise, may have helped to make temperatures a little more comfortable.

GIFTS

Lewis Raines, photographer, The Charleston Gazette, presented six oil paintings to Kanawha County Public Library. The paintings had been on loan to Sunrise. Among them is "Fred Harvey," a portrait exhibited frequently throughout West Virginia. Harvey, one of Charleston's most colorful characters, is often seen selling newspapers and directing traffic in downtown Charleston.

Children visiting the St. Albans Branch may now enjoy 13 figurines depicting characters in Beatrix Potter books. The figurines and 16 Potter books were a legacy from St. Albans resident, Miss Shelia Dwyer, who died September 18, 1977.

The Bernard H. and Blanche E. Jacobson Foundation presented a gift of $1,000 to Kanawha County Public Library in memory of L. K. Lovenstein. Funds will be used to buy popular non-fiction books on history, biography and literature.

Mrs. Annie C. M. Vail gave $500 to the library for the purchase of non-fiction books.

A gift of $300 was received out of the John V. Ray Fund from Greater Kanawha Valley Fund, its administrator, for book purchases.

A gift of $105.14 was received out of the Robert W. Lawson Fund from Greater Kanawha Valley Fund, its administrator, for book purchases.

To the many kind friends of Kanawha County Public Library who presented gifts of books, periodicals, memorials and phonograph records; and to the many who have given freely of their time and efforts to aid us in providing and arranging exhibits and decorations, mending, pasting and shelving, we extend our thanks and appreciation.

GLASGOW

The following letter appeared on the editorial page of The Charleston Gazette on March 13, 1978:

"Editor the Gazette:

"As a student at Dupont High School, I recently had an opportuntiy to use the facilities of the Glasgow branch of the Kanawha County Public Library. It is a quiet place to do homework with a lot of handy reference material.

"The two ladies who maintain the library, Ms. Joy Bemesderfer, and her assistant, Mrs. Maria Porter, are more than willing to assist you with any material you may need.

"The library offers a variety of programs for the public at no charge. These include full-length movies, marionette shows and art exhibits. Every book that is in the main library in Charleston is available opon request. In addition to the above, the following is offered:

"You can borrow films, phonograph records and magazines; get help in planning group programs; you can even check out paintings to hang on the walls of our home. You can trade paperback books.

"All of this is available to the citizens of the Upper Kanawha Valley! I would like to take this opportunity to urge them to make full use of it. Thank you.

"James D. McDaniel
Sophomore,
Dupont High School"

GOVERNORS CONFERENCE ON LIBRARIES

Forest J. Bowman and the Library Director, Nicholas Winowich, were appointed by Governor Rockefeller to the Advisory Committee for the Governor's Conference on Libraries held in Charleston on October 12-15, 1978. The group will provide input for the White House Conference on Libraries scheduled to take place in Washington, D.C., the week of October 29, 1979. The Honorable Sam R. Harshbarger, Justice, Supreme Court of Appeals of West Virginia is the West Virginia Conference chairman. Funding for the conference ($40,000) is provided by the National Commission on Libraries and Information Science and by the Library Service and Construction Act.

GRANT-IN-AID

Grant-in-Aid funds are public library appropriations of the Legislature and Governor and distrubuted through the West Virginia Library Commission.

The amounts have improved during the past four years and provide this institution and its branches with essential resources. A brief review follows:

Fiscal Year	Amount	Per Capita Appropriation
1975/1976	$103,399	45.05 cents
1976/1977	$213,182	$1.00
1977/1978	$222,255	$1.0425
1978/1979	$260,000 (est.)	$1.20 (est.)

LIBRARY BOARD

James C. Smith, a resident of Big Chimney, was appointed to the Library Board of Directors to fill the unexpired term of the late L. K. Lovenstein which ends June 30, 1979.

The following persons were appointed to the Library Board of Directors to serve six-year terms beginning July 1, 1977, and ending June 30, 1983:

Mrs. Hester Brown
Dr. Leonard Riggleman
Walter Snyder

An election was held on July 6, 1977, as provided in the Bylaws and the following were elected for a term of one year, ending June 30, 1978, and until their successors are duly elected:

President	Walter F. Snyder
First Vice President	Donald F. Springer
Second Vice President	William J. L. Wallace
Secretary	Nicholas Winowich
Treasurer	Nicholas Winowich

LIBRARY STORY

The following newspaper story by Mr. Adrian Gwin appeared in the Charleston Daily Mail on Thursday, June 8, 1978 and is reproduced in its entirety:

"SO NEAR...AND SO FAR!"

"So near and yet so far...

"Odd how things get lost right under your nose.

"Armstrong could have leaned back and almost touched the book at any moment during the six years it was lost.

"At any rate, he'll get four of his five dollars back, for he paid for it and they're going to refund his money.

"One day last week I had occasion to consult Roget's Thesaurus for a word. The office copy was temporarily missing from its accustomed place and we bethought a copy that had been placed on the shelf under the dictionary stand in 1946.

"Dusty it was, for true, but available. As we groped in the narrow little shelf in the center of the Daily Mail newsroom, we noticed another book alongside, not quite as dusty but obviously there a long time.

"Nosy, we slipped it out. It is a Kanawha County Public Library book - "The Ohio" river, and the card in the pouch showed it to have been due for return on June 1, 1972.

"An autographed copy!

"The dusty tome is announced on the flyleaf as 'one of a special limited Valley Edition' and is autographed by the author, R. E. Banta.

"Bet the library would like to have it back.

"Wonder who checked it out.

"Down on Capitol Street at the library we encounter Mrs. Shirley Smith, head of the circulation department, who is as cautious as a security guard at Los Angeles airport.

"No, she can't tell me who checked the book out. Where did I get it?

"It appears that I am suspected of some intrigue or dastardly deed - and all I wanted was to trace the book for a story, if there was a story there.

"Profuse in her thanks, Mrs. Smith said the book is out of print and quite valuable to the library and she will check up its past history for me - if the person who borrowed it doesn't mind being identified.

"Oh! The old 'protection against invasion of privacy' thing.

"She called a day later. Record complete, she finds that our colleague, George Armstrong, copy/editor and critic, had paid $5 in November, 1974, for losing 'The Ohio' two years earlier.

"'We are going to refund $4 of the amount to him, 'she said.

"George Armstrong will be glad.

"He's the type of guy, like me, who could lose his ears if they flap loose. The book must have been right there all those years. Within five feet of his desk-slot, but tucked away under the big dictionary stand, in a shelf that is used perhaps twice a decade.

"It's a good book, full of wonderful things of Ohio River history from the earliest time to the present - things like the days of flatboats and steamboats, of Daniel Boones and Ringtailed Roarers, when the Ohio was the highroad to the West.

"'Perhaps, 'says the author,'The Ohio, connecting the North, South, East and West...is, as its people like to think, REALLY the heartland of the nation!'

"And to think that the book was 'lost' in the very heartland of the Daily Mail Newsroom for six years, within a swivel-chair's touch of the loser."

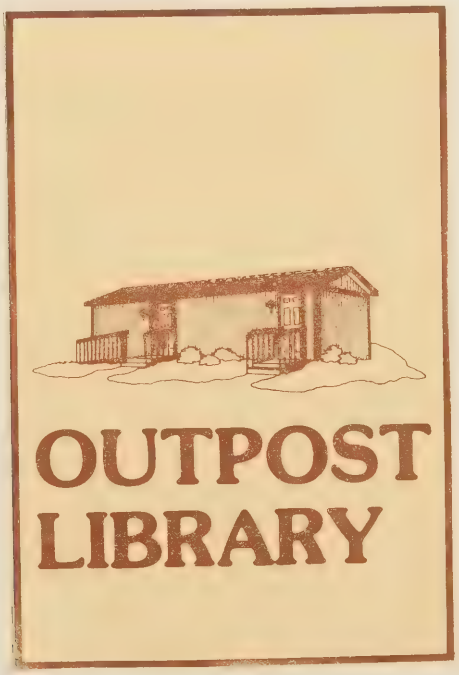
MEDIA

Miss Susan Hitchens, media librarian, completed a comprehensive evaluation of the Audio Visual Collection. Films continue to be an important part of public library service. The 81 films borrowed by Kanawha County Public Library through the West Virginia Library Commission for use and benefit of our patrons listed 161 showings for a total audience of 5,972 persons.

OUTPOST LIBRARY

West Virginia Library Commission awarded an Outpost Library to Kanawha County Public Library for installation at a site to be chosen in southeastern Kanawha County.

The building resembles a mobile home, is 12' x 48', with an A shaped roof. There is a ramp for the handicapped. Book capacity is 5,000 volumes. It seats 12 readers. A heat pump will supply heating and cooling comfort.



OVERDUE NOTICE

The department heads and I, following considerable and careful study, chose to eliminate the use of the "penny post card" as a vehicle to remind patrons of overdue materials. We were convinced that the 9 cents per card did not justify the respose which was almost negligible. Instead, our efforts will be directed towards telephone calls, letters and messenger recovery. Incidentally, the annual savings on the elimination of sending overdue postals is estimated to be $800.

REVENUE SHARING GRANTS

Kanawha County Commission approved Revenue Sharing Grants for the following purposes:

Sissonville Instant Library	$80,500
Elk Valley - Big Chimney Branch Library	$58,741

STAFF

Miss Ruth Figgatt, an employee of Kanawha County Public Library since July, 1952, was transferred from Adult Circulation, Chief, to the Catalog Department, Chief, effective July 1, 1977. Miss Figgatt served this institution with devotion and attention as librarian assistant in the Extension and Reference Departments. She was appointed Chief, Adult Circulation Department, effective June 1, 1961.

Mrs. Shirley Smith, an employee of Kanawha County Public Library since September, 1973, was transferred from Catalog Departmet, Chief, to Adult Circulation Department, Chief, effective July 1, 1977.

Mrs. Sylvia Newman, a library school graduate of University of Kentucky, Class of 1976, substituted for Miss Sara Mathewson who was on military leave for the purpose of attending Officer Candidate School in Ft. McClellan, Alabama. Previously, Miss Mathewson, was awarded a field commission in the West Virginia National Guard. Attending OCS, for a period of 90 days, was required.

Tom Wrenn was appointed Dunbar Branch Librarian effective August 1, 1977.

Miss Sarah Kelley a resident of Lexington, Kentucky and a graduate of University of Kentucky, Class of 1977, was appointed Extension Librarian, Assistant, effective

November, 1977, with Mobilibrary responsibilities.

Miss Marilyn Long, Chief, Extension Librarian, resigned effective April 25, 1978. She will be married on May 6, 1978, and plans to move to Pittsburgh, Pennsylvania, where she will make her new home and continue her career. Miss Long previously served as Children's Librarian, St. Albans Branch from October 1, 1974 to February 1, 1976.

Miss Evelyn Coskey, Librarian, Adult Circulation Department, resigned effective March 15, 1978, to accept a position in the Covington, Kentucky, Public Library. Miss Coskey served previously in the Extension Department from June 15, 1964, to March 1, 1976, and more recently, from March 1, 1976, to March 15, 1978, in the Adult Circulation Department.

Christopher Hartmann, Librarian, Adult Circulation Department, resigned effective April 1, 1978 to open a book store in what he hopes is "sunny" southern Florida. Chris previously served in the Extension Department from September 1, 1975, to November 1, 1977, and more recently, from November 1, 1977, to April 1, 1978, in the Adult Circulation Department.

Mrs. Barbara Charlton, Librarian, Adult Circulation Department, was employed effective April 1, 1978. Mrs. Charlton is a graduate of George Peabody School of Library Science and had been employed as a substitute, part time librarian.

Mrs. Margaret O. Hosimer, Librarian, Glasgow Branch Library, resigned effective January 16, 1978.

Miss Joy Bemesderfer, a graduate of Bethany College, Class of 1975 and formerly employed by the Ohio County Public Library, was appointed Librarian, Glasgow Branch Library, effective February 1, 1978.

Miss Jo Ellen Flagg was appointed Chief, Extension Department, effective June 1, 1978. Miss Flagg, a Charleston native, comes to Kanawha County Public Library from her most recent position as Head of the St. Louis Community College Library at Forest Park, Missouri. Miss Flagg earned her undergraduate degree from

West Virginia Wesleyan, her MS in LS from Case Western Reserve, and a Certificate in Librarianship from the University of Wisconsin. She has been an active member of the American Library Association at both state and national levels.

SUNDAY LIBRARY SERVICE

Sunday library service in Charleston and in St. Albans continues to be successful in spite of reasonably good weather and TV. It should be noted that full library service on Sundays in West Virginia was begun in Kanawha County, which continues to serve as a model for similar efforts in Beckley, Bluefield, Morgantown, Oak Hill, Spencer and Vienna.

Kanawha County Public Library and The Links, Inc. Charleston/Institute Chapter, are pleased with the patron response to the film showing of "ROOTS" in The John V. Ray Room. Audiences of juveniles, young people and adults numbered 70 persons for each showing. Frequently, there was standing room only for the two showings held each Sunday.

UNEMPLOYMENT COMPENSATION

The Unemployment Compensation program at Kanawha County Public Library became effective January 1, 1978.

Respectfully submitted

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1977 - June 30, 1978

Population served: 229,515
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Mobilibrary (38 winter scheduled stops) (44 summer scheduled stops)	1
Branch	5
Deposit Collections	
Schools	43
Collections delivered - 648 juvenile	
Other School Stations	77
Books borrowed by teachers from Boys and Girls Department and Mobilibrary - 4,042	
Collection lent - 100	

BOOK CIRCULATION

	1977/78	1976/77
Borrowed from Main Library		
Boys and Girls Department	170,048	171,972
Circulation Department	150,169	142,922
	320,217	314,894
Borrowed from Extension Department		
Mobilibrary	65,362	66,130
Deposit Collection	316,875	279,093
	382,237	345,223
Borrowed from Cross Lanes Branch		
Adult	11,941	11,753
Juvenile	14,903	14,289
	26,844	26,042
Borrowed from Dunbar Branch		
Adult	20,374	
Juvenile	11,056	
	31,430	

	1977/78	1976/77
Borrowed from Elk Valley Branch		
Adult	8,447	
Juvenile	11,248	
	19,695	
Borrowed from Glasgow Branch		
Adult	4,680	1,744
Juvenile	5,119	2,662
	9,799	4,406
Borrowed from St. Albans Branch		
Adult	27,523	31,498
Juvenile	33,807	40,536
	61,330	72,034
TOTAL CIRCULATION - Kanawha County Public Library	851,552	788,855
Borrowed from Nitro Public Library		
Adult and Juvenile	15,328	14,744
Borrowed from South Charleston Public Library		
Adult and Juvenile	48,836	59,537
GRAND TOTAL CIRCULATION - Volumes	915,716	863,136

BOOK STOCK

Number of volumes at the end of the year	422,968	404,335
Number of volumes added	30,846	21,443
Number of volumes withdrawn	12,213	7,036
Number of periodicals	734	775
Number of newspapers received	82	75

REGISTRATIONS

Total number of registered borrowers	45,543	44,906
Total number of registered borrowers during year	16,225	14,483

AUDIO VISUAL MATERIALS

Microfilm Readers	8
Record Players	9
Phonograph Record Albums	9,845 titles
Microfilms (reels)	4,606
Phonograph Records Circulated	8,095

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